5-03/172.00 - Request for Removal of Prisoners From State Institutions

Requests to remove state prisoners from custody to assist with investigations causes a significant risk of liability for the Department.

All Department members requesting a prisoner's release to assist in law enforcement functions shall observe the following procedures:

- The Department member shall prepare a letter to the state institution for the approval and signature of the concerned unit commander;
- Once the request has been approved by the unit commander, but prior to the unit commander's signature, a packet containing the letter, a brief statement of facts, supporting documents (including federal, state, and local criminal history and all other paperwork pertinent to the case) shall be prepared by the Department member and forwarded via the unit commander to the concerned division chief;
- If the concerned division chief concurs with the request, the packet will be returned to the originating unit so that the unit commander can sign and process the letter for the state institution; and
- A copy of the completed letter will be sent to the unit commander's division chief for information only.