

**State of Delaware  
Fleet Services  
OPERATING POLICIES AND PROCEDURES**

CATEGORY: EMPLOYEES	DATE ISSUED: 09-2002 REVISED:09-2005 REVIEWED: 3-1-18	EFFECTIVE DATE 09-2002	POLICY NO: E-8
TITLE: <b>UTILIZING PRISON INDUSTRIES</b>			PAGE 1 OF 1

All employees working for Fleet Services will make every effort to use the Prison Industries facilities in Smyrna and Wilmington for service and repair. This practice saves the State of Delaware significant dollars in overall maintenance costs, while providing work and training for inmates. Each Fleet Technician and Field Supervisor will be responsible to ensure scheduled work is routinely sent to Prison Industries, particularly if the repairs are expected to be significant, even if this means removing a vehicle from a contracted vendor who may have determined the need for such repairs.

Pre-approved exceptions would be those specially equipped vehicles utilized by law enforcement or control officers and trucks or vans that carry large quantities of tools, weights, etc. Under no circumstances are vehicles that have radios, installed telephones, decals that note the vehicle is for enforcement, light bars, etc. to be sent to DCC for any form of service or repair. This is a safety and security issue that requires absolute adherence.

All other vehicles will be scheduled and sent to Prison Industries. Only a Field Supervisor or the Fleet Administrator can grant an exception to this policy.

Employees determined to be evading the spirit and purpose of this policy will be subject to disciplinary action.