

<p style="text-align: center;"><b>POLICY OF</b></p> <p style="text-align: center;"><b>STATE OF DELAWARE</b></p> <p style="text-align: center;"><b>DEPARTMENT OF CORRECTION</b></p>	<p style="text-align: center;"><b>POLICY NUMBER</b></p> <p style="text-align: center;"><b>8.20</b></p>	<p style="text-align: center;"><b>PAGE NUMBER</b></p> <p style="text-align: center;"><b>1 of 1</b></p>
<p><b>CHAPTER: 8 Administration</b></p>	<p><b>RELATED ACA STANDARDS:</b></p>	
<p><b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b></p>		
<p><b>APPROVED FOR PUBLIC RELEASE</b></p>		

**I. AUTHORITY:** 11 *Del. C.* §6517, 29 *Del. C.* §8903

**II. PURPOSE:** To regulate the use of State equipment, facilities, monies, information, and materials.

**III. APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.

**IV: DEFINITIONS:** None

**V: POLICY:** It is the policy of the Department of Correction to prohibit the use of State equipment, facilities, monies information, and materials from being converted to private or personal use by any employee or other person.

The Commissioner may authorize the private or public use of Department equipment and/or facilities and may establish a fee schedule for their use. Furthermore, this policy does not prohibit contractual agreements with private profit and/or non-profit persons or organizations for the use of State facilities and/or equipment.

The Chief of Administrative Services shall be responsible for developing procedures to establish and enforce this policy. These procedures shall be included in each bureau/section manual.