

1.5.A.3 Pheasantland Industries Sales to State Employees

I Policy Index:



Date Signed: 03/14/2017
Distribution: Public
Replaces Policy: 5A-8
Supersedes Policy Dated: 02/06/2016
Affected Units: All Units
Effective Date: 03/21/2017
Scheduled Revision Date: December 2017
Revision Number: 15
Office of Primary Responsibility: DOC Administration

II Policy:

Pheasantland Industries may sell products and/or services to employees of the State of South Dakota, pursuant to Chapter 24-7 and SDCL § 24-7-16, based on pre-determined/advertised prices.

III Definitions:

Pheasantland Industries:

South Dakota Prison Industries are Department of Corrections (DOC) owned and operated industries, as authorized by South Dakota Codified Law, that employ inmates and may provide products and/or services to government agencies and subdivisions thereof, nonprofit organizations and individuals, pursuant to Chapter 24-7.

IV Procedure:

1. Pheasantland Industries Shops:

- A. Pheasantland Industries consists of a License Plate/Decal Shop, Cabinet Shop, Upholstery Shop, Print/Bindery Shop, Braille/Tactile Graphic Shop, Sign Shop, Machine Shop, Garment/Screen Print Shop, Custom Furniture Shop and Data Entry Shop.
- B. Each year the Director of Pheasantland Industries will provide the Secretary of Corrections with any changes to the list of Pheasantland Industries businesses from which state employees may purchase products and services.
- C. Specialty vehicle license plates may be manufactured in limited situations by the License Plate Shop only at the request of the Governor, Secretary of Corrections, Secretary of Tourism, Secretary of Economic Development or the Director of Pheasantland Industries.

2. Arrangements with Pheasantland Industries:

- A. Employees of the State of South Dakota seeking products or services produced by Pheasantland Industries may contact Pheasantland Industries directly.
 1. Arrangements for products or services must be made before any work is started.

2. Normally, a written work order will be completed by Pheasantland Industries specifying the type of work that will be completed and the estimated cost of the product and/or service.
- B. Employees of the State of South Dakota purchasing goods or services from Pheasantland Industries must sign a [State Employee Statement For Purchase](#) form (See [Attachment 1](#)). The form shall include the following:
1. The service/product requested from Pheasantland Industry by the state employee is for their own personal use and not requested on the behalf of another person or entity.
 - a. State employees may not re-sell goods, manufactured products, services or repairs purchased by the employee directly from Pheasantland Industries to another person or entity for a period of twelve (12) months from the date of receipt from Pheasantland Industries.
- C. The Director of Pheasantland Industries will retain the original South Dakota State Employee Statement for Purchase (See [Attachment 1](#)) for one (1) year from the date the agreement is signed by the state employee. Statements may be destroyed one (1) year after the date the statement was signed.

3. Payment for Products and/or Services:

- A. Products and services must be paid for in advance, based on the predetermined quote issued by Pheasantland Industries or authorized representative.
- B. Pickup and delivery may be provided by Pheasantland Industries at an additional cost.
- C. Products and services for state employees will not detract from or adversely delay regular work orders from other Pheasantland Industries.
- D. State employees shall purchase products and/or services from Pheasantland Industries at the same price and rate offered to any authorized customer.

4. Inappropriate Business Dealings:

- A. Inappropriate business dealings between a state employee and Pheasantland Industries will be reported to DOC Administration by the Director of Pheasantland Industries.
- B. Employees of the DOC may receive goods or services offered by Pheasantland Industries to employees of other state agencies without violation of the DOC Code of Ethics policy See DOC policy 1.1.C.1 [Staff Code of Ethics](#)).

V Related Directives:

SDCL § [24-7-16](#).

DOC policy 1.1.C.1 [Staff Code of Ethics](#)

VI Revision Log:

April 2003: Revised definition. Added B.1. under Pheasantland Industries Shops. Revised section on Inappropriate Business Dealings.

November 2004: Revised the policy statement. Added reference to SDCL § 24-7-16.

November 2005: Changed the Secretary of Tourism and State Development to the Secretary of Tourism & Economic Development. Added a reference to the Code of Ethics.

January 2007: Revised the policy statement. Added the term “eligible employees” throughout the policy.

January 2008: Minor style/format changes.

December 2008: Revised formatting of policy and attachment in accordance with DOC policy 1.1. A.2. Added statement about personal use in ss (B) and added Note within Inappropriate Business Dealings.

December 2009: Replaced Non-Public with Public in Section I. Revised ss (B of Arrangements with Pheasantland Industries) to reflect actual title of Attachment. Added hyperlinks.

October 2010: Revised formatting of Section I. Revised list of shops within ss (A of Pheasantland Industries Shops). Deleted “eligible” as it referenced employees and replaced goods with products throughout policy. Revised policy statement to state Pheasantland Industries may sell products/services to state employees based on pre-determined advertised prices. Added new ss (A of Pheasantland Industries Shops) to list the various shops providing services/products. Added new ss (D within Payment for Products and/or Services) regarding employees may purchase items at the same

price/same rate as offered to any authorized customer. Deleted reference to DOC or any of its divisions or institutions and for personal use within ss (B) and deleted Note stating that does not prohibit the purchase of products from the DOC for use at work or for use at state related functions/events within (Note of B) both within (Inappropriate Business Dealings).

October 2011: Added “may” and “products and/or” and “federal government, state governments and subdivisions thereof, and to individuals pursuant to SDCL Chapter 24-7.” to definition of Pheasantland Industries. Added “by the state employee of Pheasantland Industry shall be” and “and not requested on the behalf of another.” to Section 2 B. 1. Deleted “The work being done will not be transferred” and Replaced with “Employees of the State of South Dakota will not re-sell goods, manufactured products, services or repairs purchased by the employee directly from Pheasantland Industries.” to Section 2 B. 2. Added C. to Section 2. Deleted “a given quotation” and Replaced with “the predetermined quote” to Section 3 A. Deleted “done” and Replaced with “provided” to Section 3 B.

March 2012: Reviewed with no changes.

January 2013: Reviewed with no changes.

November 2013: Reviewed with no changes.

December 2014: Reviewed with no changes.

December 2015: Added “by the Director of Pheasantland Industries” in Section 4 A.

December 2016: Added B to Section 4.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

03/14/2017

Date

Attachment 1: State Employee Statement for Purchase

The **State Employee Statement for Purchase** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **State Employee Statement for Purchase** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **State Employee Statement for Purchase**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: State Employee Statement for Purchase Please refer to DOC policy 1.5.A.3 Pheasantland Industries Sales to State Employees
STATE EMPLOYEE STATEMENT FOR PURCHASE <i>For Purchase of Products or Services from Pheasantland Industries</i>	
The work I am requesting from Pheasantland Industries is for my own personal use. I will not transfer any products I receive as a result of this work to another person or entity for a period of twelve (12) months.	
Name	Department
Signature	Date
Revised: 1/25/2008	Page 1 of 1