


SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.5.A.3	PAGE NUMBER 1 OF 4
		DISTRIBUTION:	Public
		SUBJECT:	Pheasantland Industries Sales to State Employees
RELATED STANDARDS:	None	EFFECTIVE DATE:	June 01, 2022
		SUPERSESSION:	12/10/2019
DESCRIPTION: Work and Correctional Industry	REVIEW MONTH: May	 <b>KELLIE WASKO</b> <b>SECRETARY OF CORRECTIONS</b>	

## I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to create opportunities for state employees to participate in supporting Pheasantland Industries where products and/or services may be sold to employees of the State of South Dakota, pursuant to chapter 24-7 and SDCL § 24-7-16.

## II. PURPOSE

To establish guidelines for the purchase and payment of Pheasantland Industries goods to state employees.

## III. DEFINITIONS

### **Pheasantland Industries:**

Department of Corrections (DOC) owned and operated industries, in accordance with South Dakota codified law. Industries employ inmates and staff to provide products and services, which are offered for sale to eligible government agencies and subdivisions thereof, nonprofit organizations and individuals, pursuant to chapter 24-7.

## IV PROCEDURES

### **1. Arrangements with Pheasantland Industries:**

- A. Employees of the State of South Dakota seeking to purchase Pheasantland Industries products or services may contact Pheasantland Industries directly.
  1. A shop order will be created upon receipt of either an authorized purchase order, letter of authorization, or internal memo from the shop foremen. The completed shop order requires the approval and signature of the Pheasantland Industries Manager before work can begin on the order.
  2. All movement of products will be accompanied by a shop order/PI-7 packing slip and remain with the product throughout each step of the distribution process. A copy of the shop order documenting date and quantities of the product shipment will be forwarded to the PI Accountant at the time of the shipment. Copies of the shop order will be provided to security posts as required by individual facilities procedures.
  3. Completed shop orders/PI-7 packing slip will be sent to the PI Accountant for distribution. Orders can be picked up from the Accountant, delivered by a DOC employee, or sent by outside carrier.
  4. Customers will be required to sign the PI-7 form to acknowledge the receipt of the product. A copy of the shop order/PI-7 form will be left with the customer and all other copies will be forwarded directly to the PI Accountant.

SECTION	SUBJECT	DOC POLICY	Page 2 of 4
Work and Correctional Industry	Pheasantland Industries Sales to State Employees	1.5.A.3	Effective: 06/01/2022

- A. 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. Acknowledgement the service/product is intended for the original purchaser (a state employee) of the product or service and is not requested on the behalf of another person (non-state employee) or entity.
    - a. Employees may not re-sell products or services purchased directly from Pheasantland Industries to another person or entity for a period of twelve (12) months from the date the product or service was received/transferred by sale to the employee.
- B. The Pheasantland Industries Manager will retain the original *State Employee Statement For Purchase* (See Attachment 1) in office for one (1) year from the date the agreement is signed by the state employee. Statements may be transferred to storage for three (3) years and destroyed after four (4) years after the date the statement was signed by the employee.

## 2. Payment for Products and/or Services:

- A. Certain products and services may be required to be paid for in advance, full or in part, based on the predetermined quote approved by the Pheasantland Industries Manager.
- B. Products not picked up at the facility may be shipped for additional costs and fees. Arrangements to pick up the product must be made directly with Pheasantland Industries.
- C. Products and services produced at the request of an employee will not detract from or adversely delay governmental work orders for products or services.
- D. Employees will be offered products and/or services from Pheasantland Industries at the same price and rate offered to other customers.

## 3. Inappropriate Business Dealings:

- A. Inappropriate business dealings or conflict of interest between a state employee and Pheasantland Industries will be reported to DOC Administration by the Pheasantland Industries Manager.
- B. Employees of the DOC may purchase Pheasantland Industries products or services in accordance with approved Pheasantland Industries procedures, consistent with this policy and DOC policy 1.1.C.1 *Staff Code of Ethics*.

## V. RESPONSIBILITY

It is the responsibility of the Pheasantland Industries Manager to implement and maintain this policy.

## VI. AUTHORITY

- A. SDCL § 24-7-16.

## VII. HISTORY

March 2022  
December 2019  
December 2018  
December 2017  
December 2016  
December 2015  
December 2014  
November 2013

SECTION	SUBJECT	DOC POLICY	Page 3 of 4
Work and Correctional Industry	Pheasantland Industries Sales to State Employees	1.5.A.3	Effective: 06/01/2022

March 2012  
October 2011

**ATTACHMENTS** (Published in PolicyTech unless otherwise noted)

1. State Employee Statement for Purchase Form
2. DOC Policy Implementation / Adjustments

## DOC POLICY IMPLEMENTATION/ADJUSTMENTS

DESCRIPTION	TITLE	POLICY #	EFFECTIVE
Work and Correctional Industry	Pheasantland Industries Sales to State Employees	1.5.A.3	06/01/2022

(FACILITY/WORK UNIT NAME)

WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN

NOT APPLICABLE

WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT OF THE POLICY

(SIGNED) \_\_\_\_\_ (DATE) \_\_\_\_\_  
Warden / Director