



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.7.A.02	PAGE NUMBER 1 OF 3
		DISTRIBUTION:	Public
		SUBJECT:	Springfield Vocational Industries
RELATED STANDARDS:	None	EFFECTIVE DATE:	April 01, 2024
		SUPERSESSION:	05/01/2023
DESCRIPTION: Offender Programs – Work and Correctional Industries	REVIEW MONTH: March	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to operate and oversee Springfield Vocational Industries (SVI) and provide products and services for purchase and use by state and federal governmental agencies, non-profit organizations, state employees, and the public.

II. PURPOSE

The purpose of this policy is to provide guidelines for the operations and business management of Springfield Vocational Industries.

III. DEFINITIONS

None.

IV. PROCEDURES

1. General Operations:

- A. Springfield Vocational Industries (SVI) utilizes ‘live’ work projects for teaching and training. All projects and/or services performed by SVI are performed on a fee basis unless made exempt by the warden or designee. Priority for projects is given to government and non-profit agencies.
1. All work projects whether for government, non-profit agencies, or other parties, must have the approval of the production manager or associate warden (AW).

2. Project Requests:

- A. All project requests will be submitted to the production manager for consideration. The production manager will consult with the appropriate shop foreman for consideration of the project.
1. Approval for private or employee projects may only be granted when there are no government, non-profit, or state projects pending, or if the project is necessary for the completion of a required vocational curriculum.
 2. The customer submitting the project request will be notified of the approval or denial of the project request. If approved, the customer will be given an estimated quote for the project.
- B. Copies of all authorized projects will be distributed to the production manager, the shop foreman, and the customer.

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3. Acquisition of Supplies for Approved Projects:

- A. The shop foreman will order parts, supplies, and materials necessary for the project in accordance with the Procurement Management policy.
 - 1. Any material/supply orders that exceed one thousand dollars (\$1,000.00) must be approved by the production manager.
- B. All orders for, and the distribution of, parts, supplies, and materials will be through the production manager.
 - 1. In the event that the project requires materials that cannot be provided by Mike Durfee State Prison (MDSP), approval from the production manager or AW must be obtained prior to purchasing elsewhere.
- C. Parts and materials may be furnished by the customer with prior approval from the production manager.
- D. Any remaining materials that were purchased by production for a project will only be used for further instruction purposes, production for charitable donations, or disposed of properly.
- E. Any remaining materials supplied by the customer will be returned to the customer.

4. Purchase by DOC Employees/Contractors:

- A. DOC employees will be allowed to submit project requests following regular request procedures (see attachment #1 – *SVI Work Request Form*).
- B. Employees of the State of South Dakota that have approved project requests must sign an *SVI - State Employee Statement for Purchase* form (see attachment #2) before the project begins.
- C. The production manager will retain the original South Dakota State Employee Statement for Purchase form for one (1) year from the date that the agreement was signed. Statements shall be destroyed after one (1) year.
- D. Unauthorized removal of projects may result in loss of access to SVI services and possible disciplinary action.

5. Fees and Payments:

- A. The warden may waive the project fees for community service organizations, the community, the State of South Dakota, or any other non-profit entities.
 - 1. These organizations may still be required to reimburse SVI for the cost of materials.
- B. All projects must be paid in full prior to being released to the customer.
 - 1. Projects will be paid for by submitting check or money order, along with the invoice supplied by SVI, to the production manager. Cash is not accepted.
 - 2. Prepayment may be required prior to completion of special/custom projects.

6. Completed Projects:

- A. SVI will notify the customer when the project is completed.
- B. Customers will have thirty (30) days to pay for and pick up the completed project.
 - 1. An extension may be approved by the warden.
 - 2. Abandoned projects will be offered to other potential buyers. If there are none, the project may be scrapped for parts.

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- C. When the completed project is picked up, the customer will be required to sign a receipt stating that they have received and accept the completed project.

V. RESPONSIBILITY

The director of Prisons and director of Finance and Administration are responsible for the annual review and revision of this policy.

VI. AUTHORITY

None.

VII. HISTORY

April 2024 – Renumbered from 1.5.A.12

March 2023 – new policy

ATTACHMENTS (*Indicates document opens externally)

1. SVI Work Request Form*
2. SVI - State Employee Statement For Purchase*
3. DOC Policy Implementation / Adjustments

SVI Work Request Form

Name: _____

Date of Request: _____

Home Phone: _____

Business: _____

Cell: _____

Project requested:

1. All projects are to be left in the shop until completed and checked by the supervisor.
2. Materials will be furnished by Mike Durfee State Prison. Parts and materials may be provided by the customer with prior approval from the production manager.
3. SVI reserves the right to accept or reject any requests.
4. Mike Durfee State Prison SVI is not responsible for items that customers bring in for repair/service.
5. Mike Durfee State Prison SVI may require a down payment on all major work performed prior to start of the project.
6. There are no guarantees or warranties on projects/services completed.
7. Customer charges are based on a per hour rate using actual or adjusted labor time.
8. All estimates are estimates and the final bill may be more or less than the initial estimate.
9. State project requests have priority over all others.
10. Customers with complaints concerning work performed must contact the production manager prior to removing the items from the facility.
11. Not responsible for fire, theft, or accident.
12. Liability waiver and request for work form must be signed when submitted for consideration.
13. All projects must be paid in full before the item leaves the facility. You have thirty (30) days to pick up completed projects after you receive notification that it is completed. Projects not picked up after thirty (30) days will be forfeited. Approval from the warden is required for any extensions.

State Employees

1. All work will be completed at regular shop rates with no discounts to employees.
2. Liability waiver and request for work form must be signed and approved.
3. All Shop work will be paid in full before the item leaves the facility.
4. Staff shall not talk with inmate workers about work requested. Work specifications should be discussed with the shop supervisor or production manager.

Customer Service Authorization

I hereby agree that in consideration of the nominal charge for the service requested from Mike Durfee State Prison/SVI and completed by offender worker/students, I shall not hold the worker/student, the shop supervisor, or Mike Durfee State Prison responsible for quality of work or malfunctions that may occur. I fully understand that these services are performed as a part of the student training program. I understand that offenders are not allowed to be compensated by me for work performed including gifts, money, etc.

Customer's Signature: _____ Date: _____

Approved _____ Denied _____ Department assigned to: _____

Production Manager Signature _____ Date: _____

SVI - STATE EMPLOYEE STATEMENT FOR PURCHASE

For Purchase of Products or Services from Springfield Vocational Industries

The work, products, services, or repairs I am requesting from Springfield Vocational Industries (SVI) are for my own personal use and are not being requested on behalf of another. I will not re-sell goods, manufactured products, services, or repairs I have purchased directly from SVI for a period of twelve (12) months from the date of final sale.

State Employee Name (Purchaser)

State Agency of Purchaser

Signature of SVI Representative

Date