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| SOUTH DAKOTA<br><br>DEPARTMENT OF CORRECTIONS<br>POLICY AND PROCEDURE |                       | POLICY NUMBER<br>800-01  | PAGE NUMBER<br>1 OF 3 |
|  |                       | DISTRIBUTION: Public   |                       |
|  |                       | SUBJECT: Pheasantland Industries<br>Sales to State Employees   |                       |
| RELATED STANDARDS:   | None                  | EFFECTIVE DATE: August 15, 2023  |                       |
|  |                       | SUPERSESSION: 06/01/2022   |                       |
| DESCRIPTION:<br>Correctional Industries and<br>Vocational Programs   | REVIEW MONTH:<br>July | <br><b>KELLIE WASKO</b><br><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 (PI) 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

The purpose of this policy is to establish guidelines for the purchase and payment of Pheasantland Industries goods to state employees.

## III. DEFINITIONS

None.

## IV PROCEDURES

### 1. Arrangements with Pheasantland Industries:

- A. Employees of the State of South Dakota seeking to purchase PI products or services may contact PI 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 PI 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.

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- A. Employees of the State of South Dakota purchasing goods or services from PI 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 PI 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 PI manager will retain the original State Employee Statement For Purchase form 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 PI manager.
- B. Products not picked up at the facility may be shipped for additional costs and fees. State employees will make arrangements to pick up the product directly with PI manager or representative.
- 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 PI 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 PI will be reported to the DOC Administration by the PI manager.
- B. Employees of the DOC may purchase PI products or services in accordance with approved PI procedures, consistent with this policy and DOC policy 100-05 – *Staff Code of Ethics*.

## **V. RESPONSIBILITY**

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

## **VI. AUTHORITY**

- A. SDCL § 24-7-16.

## **VII. HISTORY**

July 2023  
 March 2022  
 December 2019  
 December 2018  
 December 2017  
 December 2016  
 December 2015  
 December 2014  
 November 2013  
 March 2012  
 October 2011

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**ATTACHMENTS** (\*indicates document opens externally)

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

**STATE EMPLOYEE STATEMENT FOR PURCHASE**

***For Purchase of Products or Services from Pheasantland Industries***

The work, products, services, or repairs I am requesting from Pheasantland Industries 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 Pheasantland Industry for a period of twelve (12) months from the date of final sale.

\_\_\_\_\_  
State Employee Name (Purchaser)

\_\_\_\_\_  
State Agency of Purchaser

\_\_\_\_\_  
Signature of Pheasantland Industry  
Representative

\_\_\_\_\_  
Date