
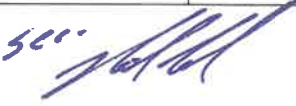


SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 800-01	PAGE NUMBER 1 OF 2
		DISTRIBUTION: Public	
		SUBJECT: Pheasantland Industries Sales to State Employees	
RELATED STANDARDS: None		EFFECTIVE DATE: May 01, 2026	
		SUPERSESSION: 04/01/2025	
DESCRIPTION: Correctional Industries and Vocational Programs	REVIEW MONTH: April	 NICK LAMB SECRETARY OF CORRECTIONS	

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 South Dakota statutes.

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 (PI):

- A. Employees of the State of South Dakota purchasing goods or services from PI must sign a *State Employee Statement for Purchase* form (attachment #1) before production of the order can begin. Employees must also provide proof of current employment (i.e., employee ID) or participation within South Dakota Retirement System. 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. A form is required for every purchase by a state employee
- B. The PI associate director will retain the original State Employee Statement for Purchase form. The accountant scans the form along with the invoice and packing slip and it is kept on the M: drive.

2. Payment for Products and/or Services:

- A. State employees are required to pay for the order prior to the delivery/pick up of the order.

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- 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 the PI business office.
- 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 associate director.
- 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 State Prison Industries](#).
- B. SDCL § [24-7-16 Sale of products](#).

VII. HISTORY

May 2026
April 2025
August 2024
July 2023
March 2022
December 2019

ATTACHMENTS

- 1. State Employee Statement for Purchase

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 Signature
(Purchaser)

State Agency of Purchaser

Signature of Pheasantland Industry
Representative

Date