



Operating Procedure

Effective Date October 1, 2016	Number 320.3
Amended	Operating Level Department
Supersedes Operating Procedure 320.3 (9/1/13)	
Authority COV §29.1-300 et seq.	
ACA/PREA Standards None	
Office of Primary Responsibility Security Operations Manager	

Subject
RECREATIONAL USE OF DOC PROPERTY

Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PURPOSE

This operating procedure establishes the conditions under which recreational activities are permitted on Department of Corrections property.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Correctional Facility Property - All property associated with an operating major institution, correctional field unit, work center, community corrections facility, etc.

Facility Unit Head - The person occupying the highest position in a DOC residential facility, such as an institution, field unit, or community corrections facility

Institution - A prison facility operated by the Department of Corrections - includes major institutions, field units, and work centers.

Other DOC Property - All property other than correctional facilities that the DOC owns, leases, or controls through other means

Recreational Facilities - Picnic pavilions and other such structures and areas located on DOC property

IV. PROCEDURE

A. Recreational Use of DOC Property

1. Recreational use of DOC property will be limited to fishing and utilizing recreational facilities such a picnic pavilions and other such structures and areas on DOC property.
2. Hunting on DOC property is prohibited.
3. The Facility Unit Head has the authority to grant or deny recreational privileges and to restrict and control the activity if permission is granted to utilize Correctional Facility Property.
 - a. Usage shall be in accordance with the safety and security needs of the facility as well as consideration of any adverse public sentiment.
 - b. Permission granted by the Facility Unit Head is limited to property under their span of control.
 - c. Separate permission must be obtained from the respective Facility Unit Head of each facility for recreation on property under their span of control.
 - d. The appropriate Regional Operations Chief has authority over other DOC properties.
4. Permission may be withdrawn at any time if the conditions of this operating procedure are violated or it is deemed to be inappropriate for the individual(s) to be on facility property for security reasons. Such conditions shall be in writing and made available when authorization is obtained.

B. Access to DOC Property

1. The DOC shall not be liable for any personal injury or property damage sustained by any individual recreating on DOC property.
 - a. Agreement to this condition will be documented on the [Recreational Activities on DOC Property Liability Agreement](#) 320_F1.
 - b. The *Agreement* will not be required for routine staff use of recreational facilities during lunch breaks, etc.
2. Permission to utilize DOC property for recreational purposes should generally be limited to current or retired DOC employees.
 - a. The employee must acquire written authorization from the office of the Facility Unit Head prior to utilizing DOC property for recreational purposes.
 - b. Permission shall only be granted after verification that the person possesses the required State of Virginia licenses and is properly identified as a current or retired DOC employee.
 - c. Employees who have been terminated for disciplinary reasons or criminal activity shall not be approved.
 - d. Permission for fishing is granted for one year and must be renewed annually. Permission to utilize recreational facilities may be granted per event or on an ongoing basis.
3. At the discretion of the Facility Unit Head, guests may be permitted to utilize DOC property for recreational purposes while accompanied by a current or retired DOC employee.
 - a. All guests must possess an appropriate current State of Virginia License, if required by law.
 - b. Any person under the age of 18 years of age must be accompanied and directly supervised by their parent, legal guardian, or other adult with consent of the parent or legal guardian at all times while on DOC property.
 - i. Accompanied and directly supervised means that the minor must be within sight of the adult at all times.
 - ii. The parent or legal guardian must possess the appropriate current license.
 - c. Guests shall be subject to the same restrictions, conditions, and procedures that apply to employees and retirees, as defined in this procedure.
 - d. Each facility will establish the criteria for who will be allowed to access the property for recreational use.

C. Fishing on DOC Property

1. Any person fishing on DOC Property will be subject to all federal, state, or local laws and all regulations promulgated by the Virginia Department of Game and Inland Fisheries.
2. All individuals fishing on DOC property must possess and have on their person while actively engaged in the activity, an appropriate current Virginia licensure in accordance with COV §29.1-300 et seq. and any other applicable laws or regulations.
3. All persons will be required to show their permits/ licenses upon request to any on-duty DOC personnel or to any agent or representative of the Department of Game and Inland Fisheries.
4. Only the equipment, tackle, and methods authorized by the Virginia Game Laws or regulations for the respective activity are allowed at any time on facility property.

D. Safety and Security Regulations

1. Possession of and/ or use of alcohol or other controlled substances is strictly prohibited.
2. Personal weapons and ammunition are not authorized on DOC property at any time.
3. Vehicles are to remain locked when left unattended, all equipment and personal valuables shall be securely stored in the vehicle out of plain view.

4. Access is limited to those areas designated by the Facility Unit Head.
 5. All persons will be responsible for disposing of their personal trash in an appropriate receptacle.
 6. Any fires must be contained in approved areas and equipment. All fires must be completely extinguished before leaving the area.
 7. Camping on DOC property is prohibited.
 8. Vehicles are restricted to established roadways only.
 9. Only boats with trolling motors are authorized for use on DOC waterways.
 10. Trespassing in farm buildings is prohibited.
 11. Any gate that is opened to allow entry to an approved area must be closed after entry. If a gate is already open then it must remain open.
 12. Destruction of state property is prohibited. No tree cutting, fence cutting, or affixing of any equipment to DOC property is allowed.
- E. Each facility will develop and provide to each person granted permission to participate in recreational activities on DOC property an information sheet containing, at a minimum, the following information.
1. Days and hours for activities
 2. Authorized equipment and tackle
 3. Permissible fishing methods
 4. Areas approved for access
 5. Facility specific rules, restrictions, conditions, or requirements
 6. Notification process of their presence on the property
 7. Conditions and restrictions regarding approval for guests

V. REFERENCES

4VAC15 Board of Game and Inland Fisheries Regulations

VI. FORM CITATIONS

[Recreational Activities on DOC Property Liability Agreement](#) 320_F1

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

Signature Copy on File

9/8/16

A. David Robinson, Chief of Corrections Operations

Date