REVIEW
The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

The content owner reviewed this operating procedure in December 2020 and necessary changes are being drafted.

The content owner reviewed this operating procedure in October 2021 and necessary changes are being drafted.

COMPLIANCE
This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.
Table of Contents

DEFINITIONS ................................................................................................................................. 3
PURPOSE ........................................................................................................................................ 4
PROCEDURE .................................................................................................................................... 4
   I. Real Property Management ....................................................................................................... 4
   II. DOC Real Property Transactions ............................................................................................. 4
   III. Assignment of Offices at Headquarters .................................................................................. 4
REFERENCES ................................................................................................................................... 5
ATTACHMENTS ............................................................................................................................. 5
FORM CITATIONS .......................................................................................................................... 5
DEFINITIONS

Division of Real Estate and Facilities Management - The section of the Virginia Department of General Services that serves as the real estate management agency for the Commonwealth

Real Estate Manager - The individual in the Department of Corrections Infrastructure and Environmental Management Unit designated to manage real property owned or leased by the Department of Corrections

Real Property - Land, including buildings and improvements on the land, the privileges and appurtenances of every kind belonging to the land, and its natural resources; this definition includes office space and warehouse space.
PURPOSE
This operating procedure establishes guidelines for compliance with the Code of Virginia, other applicable laws and Department of General Services and Facility Management Unit (GSFM) regulations in the managing of real property used by units of the Department of Corrections and in conveying interests in Department of Corrections real property to others.

PROCEDURE
I. Real Property Management
   A. The Code of Virginia (1950), as amended, other applicable laws, and the guidelines, policies and procedures of the Division of Real Estate and Facilities Management (DREFM) of the Department of General Services will govern all DOC real property transactions (acquiring, conveying, using, occupying, leasing, transferring between state agencies, and granting and acquiring easements).
   B. All Department of Corrections (DOC) real property transactions will be processed by the DOC Real Estate Manager and the Director of the Infrastructure and Environmental Management Unit.
   C. The DOC Real Estate Manager is responsible for coordinating with DREFM for all real property transactions involving the DOC, under the guidance of the Director of the Infrastructure and Environmental Management Unit.

II. DOC Real Property Transactions
   A. DOC real property transactions will be conducted in accordance with the DREFM Real Property Management Manual.
   B. DOC Staff will use Attachment 1, DREFM Program Space Needs Questionnaire to document space needs for using, occupying, or leasing of real property by the DOC.
   C. The Program Space Needs Questionnaire must be completed and submitted to the DOC Real Estate Manager for review and submittal to DREFM to obtain authorization for the space.
   D. Probation & Parole Offices for each P&P District should be located in areas with community input that are optimally accessible to offenders' places of residence and employment, to transportation networks, and to other community agencies. Due to geographic limitations, some P&P Offices may have one or more Sub-Offices. (4-APPFS-3D-11)
   E. The Chief P&P Officer will review P&P Office needs at least annually to ensure adequate facilities are available for all agency operations. (4-APPFS-3D-13)

III. Assignment of Offices at Headquarters
   A. Assignment of offices at Headquarters is coordinated by the Director of the General Services and Facility Management Unit (GSFM). The GSFM Director will:
      1. Be responsible for managing office space within the building to ensure space is made available to employees as approved.
      2. Ensure that the building is maintained in a manner that provides a professional and safe working environment for employees, contractors and visitors.
      3. Ensure that preventative maintenance and renovations/repairs are completed in a timely manner.
   B. When an employee is hired to work at the Atmore Drive location or the Biggs Road Warehouse, the GSFM Director will work with the Organizational Unit Head to:
      1. Identify appropriate working space for the employee.
      2. Ensure office furniture is available, purchase furniture as needed.
3. Provide office keys, ID and building access control badge.

4. No other Unit Head or person can take office/working space not already assigned to their unit by GSFM for an employee.

5. Additionally, no other unit should purchase office furniture, or move furniture from one location to another, without coordinating through the GSFM Director.

REFERENCES
DREFM Real Property Management Manual

ATTACHMENTS
Attachment 1, Program Space Needs Questionnaire

FORM CITATIONS
None