



Virginia Department of Corrections

General Services

Operating Procedure 325.1

Real Property

Authority:

Directive 325, *Real Property*

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4-APPFS-3D-11, 4-APPFS-3D-13

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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 November 2023 and necessary changes are being drafted.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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DEFINITIONS

Division of Real Estate Services - 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 DOC Infrastructure and Environmental Management Unit designated to manage real property owned, leased or used by the DOC.

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 the Department of General Services' regulations in managing Department of Corrections (DOC) real property and conveying interests in DOC 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 Department of General Services, Division of Real Estate Services (DRES) will govern all DOC real property transactions (acquiring, conveying, using, occupying, leasing, and transferring between state agencies any interest in real property, including granting and acquiring easements).
 - B. All DOC real property transactions will be processed by the Real Estate Manager and the Director of the Infrastructure and Environmental Management Unit. The Real Estate Manager is the only Agency representative authorized to engage in real estate negotiations or transactions.
 - C. The Real Estate Manager is responsible for coordinating with DRES 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 DRES *Real Property Management Manual*.
 - B. For the use, occupancy or lease of real property owned by another, including expanding or contracting the area of, or extending or decreasing the duration of the period of, the use, occupancy or lease of such real property, the Real Estate Manager will submit to DRES a completed Attachment 1, *Program Space Needs Questionnaire* to document DOC's space needs for using, occupying, or leasing real property of another.
 1. The Unit Head with responsibility for the activity occurring at the real property owned by another will provide the requisite information to the Real Estate Manager to enable completing fully and accurately the *Program Space Needs Questionnaire*.
 2. No use or occupancy of real property owned by another will commence prior to all requisite approvals being obtained in accordance with the Code of Virginia, other applicable laws, the Department of General Services' regulations or other applicable DOC policies and procedures.
 - C. The Real Estate Manager will provide the person, normally the Unit Head, who has the responsibility for directing DOC business activity occurring at the real property owned by another with a copy of the license, lease or other agreement embodying the terms of DOC's use, occupancy or lease of such real property and a synopsis of DOC's responsibilities and of the licensor's, lessor's or other party to the agreement's responsibilities under such document.
 1. The Unit Head will be responsible for ensuring compliance with, and fulfillment of, DOC's responsibilities in accordance with the document.
 2. The Unit Head will also be responsible for addressing with the licensor, lessor or other party to an agreement any need for services that are the responsibility of the licensor, lessor or other party to an agreement.
 3. The Unit Head should communicate in a written manner all requests for services to the licensor, lessor or other party to an agreement and keep a record of the response and performance by the licensor, lessor or other party to the agreement regarding the requested services.
 4. The Real Estate Manager will assist the Unit Head with any interpretation of the terms of the document



and if the licensor, lessor or other party to an agreement does not respond to the Unit Head satisfactorily and in accordance with the terms of the document.

- D. Probation and Parole (P&P) Offices for each P&P District should be located in areas with community input that are optimally accessible to probationer/parolee places of residence and employment, to transportation networks, and to other community agencies. Due to the large geographic size of some P&P Districts and accounting for the caseload dispersion over the geographic area, some P&P District Offices may have one or more sub-offices upon the written approval of the Regional Administrator for Community. (4-APPFS-3D-11)
- E. The Chief P&P Officer will review their office needs at least annually to ensure adequate facilities are available for all DOC operations. If improvements or alterations are desirable to real property owned by another, the Unit Head with responsibility for the activity occurring at such real property will contact the Real Estate Manager to determine the applicable requirements for making improvements or alterations under the document embodying the terms of DOC's use, occupancy, or lease of such real property prior to undertaking any improvements or alterations to such real property. (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 may occupy office/working space not already assigned to their unit by GSFM for an employee.
- C. Additionally, no other unit should purchase office furniture, or move furniture from one location to another, without coordinating through the GSFM Director.

REFERENCES

DRES Real Property Management Manual

ATTACHMENTS

Attachment 1, *Program Space Needs Questionnaire*

FORM CITATIONS

None

