



# Operating Procedure

<b>Effective Date</b> September 1, 2018	<b>Number</b> 325.1
<b>Amended</b>	<b>Operating Level</b> Department
<b>Supersedes</b> Operating Procedure 325.1 (9/1/15)	
<b>Authority</b> COV §2.2-1149, §53.1-10	
<b>ACA/PREA Standards</b> 4-APPFS-3D-11, 4-APPFS-3D-13	
<b>Office of Primary Responsibility</b> Real Estate Coordinator	

**Subject**

## REAL PROPERTY

**Incarcerated Offender Access**  
Yes  No

**Public Access** Yes  No   
**Attachments** Yes  No

### I. PURPOSE

This operating procedure establishes guidelines for compliance with Code of Virginia and Department of General Services regulations in the managing of real property used by units of the Department of Corrections and in leasing of Department of Corrections property for other uses.

### 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

**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 Coordinator** - The individual in the Department of Corrections Architectural and Engineering Unit designated to manage real property owned or leased by the Department of Corrections

**Real Property** - Land, including buildings and improvements on the land and its natural resources; this definition includes office space and warehouse space.

### IV. PROCEDURE

- A. The Division of Real Estate Services (DRES) at the Department of General Services controls all real property transactions (buying, selling, and leasing) for state agencies.
- B. DOC real property shall be managed in accordance with the DRES Real Property Management Manual.
- C. The DOC Real Estate Coordinator is responsible for coordinating with DRES for all real property management issues involving the DOC.
- D. All leasing of real property for DOC use or the leasing of DOC real property to another entity must be processed by the DOC Real Estate Coordinator and the Architectural and Engineering Unit.
  1. See [Agency Space Planning Worksheet](#) to document space needs for leasing of real property for DOC use.
  2. The [Agency Space Planning Worksheet](#) must be completed and submitted to the DOC Real Estate Coordinator for review and submittal to DRES to get the space authorized.
  3. P&P Offices in each Probation and Parole District are 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)
  4. The Chief P&P Officer will review P&P Office needs at least annually. (4-APPFS-3D-13)

E. Any easements or right-of-ways across DOC property or for use by the DOC across non-DOC property must be processed by the DOC Architectural and Engineering Unit.

V. REFERENCES

DRES Real Property Management Manual

VI. FORM CITATIONS

[Agency Space Planning Worksheet](#)

VII. REVIEW DATE

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

*Signature Copy on File*

*7/12/18*

N. H. Scott, Deputy Director for Administration

Date