



Operating Procedure

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Office of Primary Responsibility Architectural and Engineering Services	

Subject
STAFF HOUSING AND BOQ'S

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 checked="" type="checkbox"/> #2 No <input type="checkbox"/>

I. PURPOSE

This operating procedure governs the provision of staff housing and housing allowances to eligible employees of the Department of Corrections.

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

Agency Fiscal Officer - The Business Manager at major institutions (including assigned field units), Support Services Manager at regional offices (including field units not assigned to major institutions), Business Manager at VCE, Operations Manager at the Academy for Staff Development and the Chief Financial Officer for Central Office organizational units; the Director of Financial Services serves as the Community Corrections fiscal officer.

Bachelor Officers Quarters (BOQ) - Living quarters available on a priority basis to Corrections Officers and on an as available basis to other employees; these living quarters are generally utilized for short term or temporary housing needs.

Designated Personnel or Position - The following positions at every facility: Warden, Superintendent, Assistant Warden, Assistant Superintendent, Chief of Security, and Chief of Housing and Programs. In addition, the term also includes certain positions listed in Attachment 1.

Facility Property Lines - The boundary lines of a correctional facility as described by the metes and bounds description found in the deed(s) to the property on which the correctional facility is situated.

Freestanding Equipment - Equipment that can be removed from the premises without having to unscrew the equipment from a surface, dismantle the equipment or remove any cabinetry, counter top or wall surfaces in order to get the equipment out of the structure.

Geographic Area - The area that is no more than 50 miles longer than the employee's current commuting distance (i.e. home to work), but does not exceed a total of 60 miles. If the employee is on leave without pay layoff, the geographic area is the area that is no more than 50 miles longer than the former commuting distance, but no greater than 60 miles.

Principal Residence - The primary location that the employee inhabits a majority of the time

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.

Staff Housing - Any house owned by the Department of Corrections; for purposes of this operating procedure, the "BOQ" is not deemed to be "staff housing."

Staff Housing Allowance - Supplemental allowance provided to Wardens, Assistant Wardens, and Superintendents who meet certain residence requirements.

Taxable Benefit Value - The benefit value amount for tax purposes accruing to a DOC employee living in Department of Corrections owned housing

Tax Ratio - The percentage of fair market value at which a given locality makes its assessments. Note: the "Tax Ratio" is different from the "Tax Rate" and the two terms are therefore not interchangeable.

Utilities (Staff Housing) - The services provided for electricity and heat source (e.g., electric, gas, oil, coal), but excluding telephone service, water, sewerage, and steam provided through a facility's operating system

IV. HOUSING ALLOWANCE

- A. Wardens, Superintendents, and Assistant Wardens will be granted a Housing Allowance, if they meet the following conditions:
 - 1. Not reside in DOC Staff Housing or housing provided by the locality or other local or state entity at no cost to the employee.
 - 2. The Principle Residence must be within 30 miles of the facility where they are employed.
- B. The Housing Allowance will be granted in the form of a supplement and will not be added to base salary. It will, therefore, not be used to calculate retirement benefits.
- C. Eligible employees wishing to receive the Housing Allowance will submit a [Request for Housing Allowance](#) 325_F1 to the Regional Administrator for approval and processing by Human Resources and Payroll. The *Request* and approval must be renewed by July 1st each year.
- D. Any employee receiving a Housing Allowance shall immediately notify their supervisor if they are no longer eligible to receive the allowance.
- E. When the DOC administratively transfers an employee who is receiving the housing allowance but because of the change in work locations no longer qualifies for the allowance, the employee will continue to receive the allowance for three months and then it will stop unless the employee relocates and qualifies for the allowance based on the new residence. This mitigates the effects of the transfer but also reaffirms the intent that the employee must live within the designated area to qualify.

V. STAFF HOUSING

- A. Availability
 - 1. The DOC will offer staff housing only where staff housing exists as part of the facility property. The DOC will not purchase or lease a house to provide housing at a facility that does not have staff housing available. Houses owned by the DOC may be made available to staff as living quarters only if the house is not being used as a BOQ, Training Facility, Storage Facility, or other use.
 - 2. Each facility shall notify the Environmental Services Administrator whenever it becomes known that a new resident will move into a staff house.
 - 3. The Environmental Services Unit will meet with the new resident and provide information such as *Protect Your Family from Lead in Your Home* about possible lead-based paint hazards in staff housing. The staff member will be required to sign the [Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards](#) 325_F2 before being allowed to occupy staff housing.
- B. Eligibility for Staff Housing - The eligibility of personnel for staff housing shall depend upon the needs of the facility, and the availability of existing housing.
 - 1. Employees living in staff housing shall disclose to their Unit Head any person living in the household who has been convicted of a felony. Approval of the Chief of Corrections Operations or the Deputy Director of Administration is required for persons who have been convicted of a felony to reside in staff housing.

2. The designated personnel at each facility are listed below, in the priority order in which they should be offered the available staff housing:
 - a. Warden or Superintendent
 - b. Assistant Warden or Assistant Superintendent
 - c. Chief of Security
 - d. Chief of Housing and Programs
 - e. Institutional Program Manager
 - f. Institutional Operations Manager
 - g. Unit Manager
 - h. Positions at specific facilities listed in Attachment 1 are also designated as eligible for staff housing. (The listed positions are not in priority order.)
3. Existing housing in excess of that needed to fulfill designated personnel requirements shall be available to the following non-designated positions (listed alphabetically rather than in priority order). The Facility Unit Head of the facility shall recommend in writing to the Regional Administrator which positions are eligible for staff housing, in priority order based on needs of the facility.
 - a. Agricultural Manager
 - b. Buildings and Grounds Superintendent
 - c. Canine Handler
 - d. Health Services Personnel
4. When available staff housing has been offered to the categories of non-designated positions named above, and there is no need for staff housing from a nearby facility's designated personnel, any remaining housing may be offered on an equal and non-discriminatory basis to all other facility employees.
 - a. The Facility Unit Head shall post a conspicuous notice of the availability of the housing on the bulletin board normally used for job postings and general employee information.
 - b. The Facility Unit Head may also distribute a memorandum to employees which refers to the notice on the bulletin board, to ensure the majority of personnel are made aware of the availability of housing.
 - c. The notice shall include a brief description of the housing, and the amount of taxable benefit to be added to the employee's pay.
 - d. The notice shall also contain a statement that there may be income tax implications to the occupant, and recommend that anyone interested in occupying the housing consult with a tax advisor.
 - e. The notice shall state that the occupant will be subject to the provisions of Operating Procedure 325.2, *Staff Housing and BOQ's*, and provide instructions for accessing a copy of the procedure.
 - f. A written request specifying what position is to be offered the housing and how the particular position was selected above others should be made by the Facility Unit Head, through the Regional Administrator, to the Chief of Corrections Operations or Deputy Director of Administration, whose approval shall be made in writing and maintained on file.
5. The status of all non-designated personnel occupying staff housing shall be evaluated annually in writing by the Facility Unit Head. The evaluation shall address such issues as:
 - a. Changes in the needs of the facility
 - b. New employees
 - c. Changes in housing needs of designated personnel
 - d. Other factors affecting the availability and need for staff housing
6. This evaluation shall be forwarded to the Regional Administrator for approval. A copy of the evaluation shall be retained in the facility and Region's staff housing files.

C. Taxable Benefit

1. There will be a taxable benefit value calculated for each state owned house based on the real estate assessment and estimated cost of utilities. See *Taxable Benefit Calculation* section, below.
2. All employees occupying staff housing shall have the taxable benefit added to their pay.
3. DOC staff in positions eligible for the Housing Allowance will not receive the Housing Allowance while residing in staff housing. The taxable benefit will be added to their pay as for others living in staff housing.

D. Taxable Benefit Calculation

1. The Agency Fiscal Officer or designee for the facility that owns a staff house shall calculate the taxable benefit to be added to the pay of employees for staff housing. The amount charged to an employee shall be based on both fair market value of the house and calculated utility cost allowance.
2. The taxable benefit value for any DOC owned house will be determined each year, on a calendar year basis, as follows:
 - a. Obtain the assessed value of the house from the real estate assessor for the locality in which the house is located
 - b. Inflate the assessed value to fair market value by dividing it by the tax ratio used in that locality. The proper tax ratio shall be obtained by contacting the tax assessor for that locality.
 - c. Take 10% of the fair market value to arrive at the fair market rental value
 - d. Calculate the estimated utility cost by multiplying the square footage of the house times 0.92
 - e. Add the fair market rental value to the estimated utility cost to determine the annual taxable benefit to be divided by 24 to determine the taxable benefit to be added for each pay period
3. An employee who plans to install any device which will have a significant impact on the utility costs of a staff house shall have its installation approved in writing by the Facility Unit Head and the Regional Administrator. The additional utility costs may be added to the overall amount charged when calculating the taxable benefit value of the house.
4. The taxable benefit charge for occupants of staff housing shall be reviewed and adjusted each year if there has been an adjustment in the real estate assessment value of the house. The Payroll Unit shall be given adequate notice of changes in taxable benefit value so that the change can be effective with the employee's first paycheck of the calendar year.

E. Staff Housing Payroll Benefit Authorization

1. All employees wishing to reside in DOC owned staff housing must initiate a [*Staff Housing Payroll Benefit Authorization*](#) 325_F3 as soon as they are aware that they will be occupying staff housing. The form shall be initiated in advance of occupancy, or as soon as possible, but no later than 5 days after occupancy.
 - a. The *Staff Housing Payroll Benefit Authorization* shall be forwarded to the facility Agency Fiscal Officer, who shall complete the [*Staff Housing Benefit Calculation*](#) 325_F4 by inserting and verifying the proper amount of Taxable Benefit per Pay Period to be added to the employee's paycheck based on the calculations noted above, and forward the completed *Staff Housing Payroll Benefit Authorization* and *Staff Housing Benefit Calculation* to the Facility Unit Head and Regional Administrator for required approvals.
 - b. The Regional Administrator shall forward the *Staff Housing Payroll Benefit Authorization* to the Real Estate Coordinator who will forward a copy to the Payroll Unit. The Real Estate Coordinator shall review the *Staff Housing Payroll Benefit Authorization* and notify the Regional Administrator to correct any errors.
 - c. A new *Staff Housing Payroll Benefit Authorization* shall be completed and processed when an employee first moves to staff housing and again when the Taxable Benefit is adjusted based on the annual review.

- d. A new *Staff Housing Payroll Benefit Authorization* shall be completed and processed when an individual is transferred from one facility to another, and the employee retains occupancy in the same staff housing.
2. The facility Agency Fiscal Officer shall be responsible for verifying that the proper amount is added to the employee's paycheck after adjustments resulting from new assessments or other factors.
 - a. Each calendar quarter, the Payroll Unit will produce a report from FINDS and forward the report to the facility Agency Fiscal Officer to audit payroll transactions related to staff housing.
 - b. The primary responsibility lies with the Regional Administrator for monitoring and verification of payroll transactions.

F. Termination of Staff Housing

1. Any employee occupying staff housing resides at the will and discretion of the DOC and may be required to vacate at its discretion. If circumstances permit, 30 days verbal or written notice may be given to the occupant by the Regional Administrator; however, the Director may revoke at will, with no notice given, the right of any employee to occupy staff housing.
2. Any personnel residing in staff housing may terminate occupancy with 30 days written notice to the DOC.
3. An employee vacating a staff house shall complete the *Termination of Payroll Benefit Authorization* section of the [Staff Housing Payroll Benefit Authorization 325_F3](#) and forward it through the same chain of command as for assignment to housing.
4. The facility shall submit a [Notice of Staff Housing Vacancy 325_F5](#) to the Environmental Services Administrator at DOC Headquarters immediately after it becomes aware of an expected vacancy in a staff house. The house cannot be reoccupied until it has been inspected and approved by the Environmental Services Manager or designee and an Environmental Services Unit representative has met with the new occupant concerning possible lead based paint hazards.

G. Taxable Income

The DOC shall adjust the gross income of all employees occupying staff housing to include the taxable benefit value.

H. Assessments

Facility Agency Fiscal Officers shall be responsible for contacting (each year) the local real estate assessor in each locality where the DOC owns a house to determine the assessed value and the local tax assessor in each locality to determine the proper tax ratio to be used to calculate the taxable benefit value of the home.

1. Assessments and tax ratios shall be obtained no later than November 1st of each year. Resulting adjustments in employees' payroll deductions shall become effective on the first pay period in the new calendar year.
2. The assessments may be obtained by phone from the local tax assessor. The Agency Fiscal Officer shall attempt to get the information obtained by phone confirmed in writing. If the locality is unable to provide the written follow up documentation, a confirming memo must be transmitted by the Agency Fiscal Officer confirming the phone call and the data obtained, and stating that the information will be assumed correct unless notice to the contrary is received from the locality within 10 days.
3. The Agency Fiscal Officer shall forward copies of assessment notifications or confirming memos to the Real Estate Coordinator in Architectural and Engineering Services.

I. Occupant Responsibilities and Rules - Employees and their dependents who occupy staff housing owned by the DOC shall be responsible for complying with the following listed items and rules:

1. Occupants shall notify immediately the facility maintenance staff of any condition that requires repair for the property to be maintained in good condition.

2. Occupants shall maintain the premises in good order and shall reimburse the DOC for any damage to real property beyond the normal wear and tear. The cost of such repairs shall be determined by the facility maintenance staff, or by estimates from a private contractor, and approved by the Regional Administrator. The cost may be paid by personal check or payroll deduction.
 3. The DOC may enter the premises at any time to make inspections. Reasonable notice shall be given where circumstances permit, but is not required.
 4. Occupants may not engage in or operate a business from staff housing without the express written approval of the Director.
 - a. Occupants shall not engage in any activity which is illegal, generally considered offensive, detrimental to DOC interests, or damaging to the property.
 - b. If any such activity occurs on facility property, the DOC may require the employee to vacate the premises, and the employee may be subject to other disciplinary action.
 5. Occupants shall not have any non-domestic pets (horses, livestock, etc.) on facility property. Domestic pets, such as dogs and cats are allowed. The repair of any damage caused by the pet shall be paid for by the occupant.
 6. Gardening on facility property shall be allowed only for personal consumption, and without use of state equipment or products (e.g., fertilizer, seed, or plants). State or offender labor may not be used in garden preparation, planting, maintaining, or harvesting.
 7. Occupants shall maintain in working order all smoke detectors in staff housing, to include replacing batteries when needed and testing to ensure the smoke detectors are working.
 8. Occupants may change locks on doors but must provide a set of keys to whoever maintains the keys for the facility.
 9. Occupants shall promptly remove all personal property from the residence upon termination of occupancy. Any items remaining past the date the occupant is instructed to vacate the premises may be removed by the DOC and stored at the owner's expense.
 10. Facility staff may be used for grounds maintenance.
 11. Occupants of staff housing are expected to provide normal consumable items for the house such as light bulbs, cleaning supplies, etc. No facility resources including staff, offenders, tools, or equipment should be used on staff housing except for DOC responsible maintenance and repairs.
 12. Employees are prohibited from installing personal house trailers on facility property.
- J. Carpet, Drapes, et al. - Carpet, drapes, wallpaper, and paneling shall not be provided or installed in staff housing at DOC expense except with the prior written approval of the Chief of Corrections Operations or Deputy Director of Administration.
- K. Air Conditioning - Air conditioning in staff housing may be provided or installed at DOC expense. A plan for installation by occupants must be approved in writing by the Chief of Corrections Operations or Deputy Director of Administration, and its impact on utility costs shall be considered by the Chief of Corrections Operations or Deputy Director of Administration in conjunction with the Chief of Architectural and Engineering Services.
- L. Kitchen and Laundry Equipment
1. Occupants of staff housing shall be responsible for the purchase, installation, repair, and replacement of freestanding appliances, such as microwave ovens, clothes washers/dryers, dishwashers, and refrigerators. Sinks, disposals and other built-in appliances shall be the responsibility of the DOC.
 2. Freestanding appliances purchased by the occupant shall remain the property of the occupant.
 3. When any built-in kitchen equipment must be removed or replaced, the DOC may repair counters, cabinets, and related structures and make provisions to accommodate standard-sized, freestanding, removable equipment.

M. Other Services

1. Telephones shall be installed at the occupant's expense and in the name of the occupant. Any business use of the phone should be charged to the occupant's state telephone credit card.
2. The initial wiring for an electric range and clothes dryer may be paid for by the DOC.
3. Any subsequent changes in wiring, TV antenna, or other equipment in staff housing except essential repairs and replacements, shall have advance written approval from the Regional Administrator and the Chief of Architectural and Engineering Services or designee, and must be paid for by the occupant.
4. No state funds or state managed funds (i.e. commissary fund) shall be used to provide cable or satellite television service to staff housing.

N. Improvements

1. Temporary or permanent improvements an occupant plans to make at their expense shall first be approved in writing by the Regional Administrator and the Chief of Architectural and Engineering Services or designee.
2. Temporary improvements shall generally remain the property of the occupant, unless their removal will damage the house or land. If removed, any damage shall be repaired at the occupant's expense. Temporary improvements include, but are not limited to:
 - a. Portable Tool Sheds
 - b. Above Ground Swimming Pools
 - c. Swing Sets
 - d. Dog Pens or Fences
3. Permanent improvements, including those that change the structure of the house shall remain as part of the structure with no reimbursement to the occupant when the house is vacated. Permanent improvements shall include but are not limited to:
 - a. Built-in appliances and equipment
 - b. Wall to wall carpeting
 - c. Paneling or wallpaper
 - d. Electrical wiring
 - e. Other structural changes
4. Improvements to staff housing that are the responsibility of the DOC may be made by DOC maintenance staff.

O. Maintenance of DOC Owned Houses

1. It is the responsibility of the Facility Unit Head to oversee the appropriate maintenance of DOC owned houses.
2. Facility maintenance staff shall conduct a semi-annual inspection in January and July of each year to check structural integrity, roof system, mechanical and electrical systems, and abnormal wear and shall document the inspection on the [Inspection Checklist – Staff Housing & BOQs 325_F7](#).
 - a. During each inspection, facility maintenance staff shall check for flaking paint or other evidence of lead-based paint hazards. The facility will notify the Environmental Services Administrator at DOC Headquarters immediately if a lead-based paint hazard is detected.
 - b. A copy of the [Inspection Checklist – Staff Housing & BOQs 325_F7](#) shall be forwarded to the Real Estate Coordinator, Architectural and Engineering Services within 30 days of completion of the inspection.
3. Facility maintenance staff shall conduct an additional inspection of the premises when the occupant vacates staff housing and shall document the inspection on [Inspection Checklist – Staff Housing & BOQs 325_F7](#).

- a. The facility will forward a [Notice of Staff Housing Vacancy](#) 325_F5 to the Environmental Services Administrator at DOC Headquarters as soon as it is aware that a staff house will become vacant; at least 30 days before vacancy if possible.
 - b. The staff house may not be reoccupied until after it has been inspected by the Environmental Services Manager or designee and the *Notice of Staff Housing Vacancy* is received at the facility with signed approval for the house to be occupied.
4. The facility shall maintain a file of the *Inspection Checklists* on each DOC owned house and any damage found will be reported to the Regional Administrator and the Chief of Architectural and Engineering Services. A copy of each *Inspection Checklist* shall be forwarded to the Real Estate Coordinator, Architectural and Engineering Services within 30 days of completion of the inspection.
 5. Repairs should be made promptly after any damage is found or reported.
 6. Any repair costs that are the responsibility of the occupant shall be paid by personal check or payroll deduction at the time the repairs are made or when the occupant vacates the staff housing whichever occurs first.

P. Record Keeping Requirements

1. The Business Office shall maintain a separate file folder for each staff house which includes a copy of all documents necessary to control the occupancy and taxable benefits value calculations for staff housing. These staff housing folders shall include, but not be limited to, the following:
 - a. The current signed and approved [Staff Housing Payroll Benefit Authorization](#) 325_F3
 - b. The current assessment
 - c. All documents supporting the taxable benefits value calculation.
 - d. Each payroll report used to verify that the proper payroll transaction is being made. The Agency Fiscal Officer shall sign and date the report.
 - e. A copy of [Notice of Staff Housing Vacancy](#) 325_F5 (original to be forwarded to the Real Estate Coordinator) with the approval of the Environmental Services Manager or designee for the house to be occupied for the current resident; retain *Notice* for prior residents for at least 3 years
 - f. A copy of the signed [Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards](#) 325_F2 (original to be forwarded to the Real Estate Coordinator) for the current resident; retain *Disclosure* for prior residents for at least 3 years.
2. The Real Estate Coordinator shall also maintain a file folder on each staff house to include the following:
 - a. A copy of each assessment
 - b. A copy of each *Staff Housing Payroll Benefit Authorization*
 - c. Other correspondence deemed necessary to respond to requests on staff housing
 - d. A copy of each [Inspection Checklist – Staff Housing & BOOs](#) 325_F7
 - e. Each original *Notice of Staff Housing Vacancy* with the approval of the Environmental Services Manager or designee for the house to be occupied
 - f. Each original *Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards*

VI. BACHELOR OFFICER QUARTERS

- A. Employees living in bachelor officer quarters (BOQ) shall not be charged any rent provided:
1. Preference is normally given to Corrections Officers who live beyond the Geographic Area.
 2. Employees maintain separate residences elsewhere, and it is to the DOC's advantage to have them housed on the premises and available for immediate recall in emergencies. Employees are required to complete a [Bachelor Officer Quarters Residency Declaration](#) 325_F6.
 3. Approval of the Chief of Corrections Operations or the Deputy Director of Administration is required

for persons who have been convicted of a felony to reside in bachelor officer quarters.

- B. Employees shall not utilize BOQ's as staff housing (i.e., as a permanent residence), unless there is excess capacity. If an employee does not have a separate residence elsewhere, they shall comply with all other requirements of this procedure and will be charged taxable benefit value for the BOQ room, even for days while the employee was considered "on duty."
1. A [Staff Housing Payroll Benefit Authorization](#) 325_F3 shall be completed showing the taxable benefit value as calculated below and forwarded to the Facility Unit Head and Regional Administrator for required approvals.
 2. The Regional Administrator shall forward the *Staff Housing Payroll Benefit Authorization* to the Real Estate Coordinator who will forward a copy to the Payroll Unit.
- C. Taxable benefit value for the BOQ room shall be established by the facility Agency Fiscal Officer who shall base the rate on comparable accommodations in the area. The Agency Fiscal Officer shall consider items which affect value including, but not limited to the following:
1. Utilities (electricity, water, sewer, heat, A/C, telephone) provided
 2. Furnishings provided
 3. Private, Semi-Private, Barracks
 4. Kitchen facilities, washer/dryer provided
 5. Linens provided
- D. BOQ's shall only be occupied for legitimate business purposes and must be vacated whenever a legitimate business purpose for such occupancy no longer exists (unless there is excess capacity in the BOQ, in which event the employee must have the taxable benefit value added to their paycheck). If an excess room is needed by an employee who is "on duty," the off-duty employee shall vacate.
1. Any use defined as a "legitimate business purpose" shall not be contrary to federal and/or state laws, rules, and regulations, including, but not limited to, the Internal Revenue Code pertaining to moving and relocation.
 2. Any overnight use of BOQ's or overnight lodging in DOC provided quarters of any type which is not for the benefit of the DOC or is not considered a condition of employment, is considered a taxable benefit by the IRS, and the employee will therefore be charged taxable benefit value for use of the room.
- E. At any facility where a BOQ exists, employee orientation shall specify that it is a condition of employment that some corrections officers may, at some times, be required to stay overnight at the BOQ.
- F. The facility will post in common areas of the BOQ information such as [Protect Your Family from Lead in Your Home](#) about possible lead-based paint hazards.
1. Each long term BOQ occupant should be required to sign the [Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards](#) 325_F2 before being allowed to occupy a BOQ.
 2. Each short term BOQ occupant should be required to sign-in indicating date(s) of occupancy and that they are aware of possible lead-based paint hazards.

VII. OPERATIONAL AUTHORITY/RESPONSIBILITY, REPORTS AND FORMS

- A. All operational authority and responsibility for this procedure resides with the Facility Unit Head, Regional Administrator, and the Chief of Corrections Operations or Deputy Director of Administration.
- B. Interpretation of this operating procedure shall be coordinated by Architectural and Engineering Services, and shall involve the Chief of Corrections Operations, Deputy Director of Administration, and the Chief Financial Officer. This will ensure the operating procedure is uniformly applied, consistently interpreted, and that no instance jeopardizes the integrity of the operating procedure as a whole or has a negative

impact on the tax implications to employees.

C. Copies of all reports and forms must be submitted to Architectural and Engineering Services, P. O. Box 26963, Richmond, VA 23261-6963. Assistance can be obtained by calling (804) 887-8091.

VIII. REFERENCES

None

IX. FORM CITATIONS

[Request for Housing Allowance](#) 325_F1

[Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards](#) 325_F2

[Staff Housing Payroll Benefit Authorization](#) 325_F3

[Staff Housing Benefit Calculation](#) 325_F4

[Notice of Staff Housing Vacancy](#) 325_F5

[Bachelor Officer Quarters Residency Declaration](#) 325_F6

[Inspection Checklist – Staff Housing & BOOs](#) 325_F7

X. 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.

The office of primary responsibility reviewed this operating procedure in October 2017 and no changes are needed at this time.

Signature Copy on File

9/12/16

N. H. Scott, Deputy Director of Administration

Date