



# Virginia Department of Corrections

## General Services

### Operating Procedure 325.1

#### *Real Property*

#### **Authority:**

Directive 325, *Real Property*

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**Access:**  Public  Restricted

Incarcerated Offender

#### **ACA/PREA Standards:**

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 December 2020 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.

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## **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 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)

## REFERENCES

DREFM *Real Property Management Manual*

## ATTACHMENTS

Attachment 1, *Program Space Needs Questionnaire*

## FORM CITATIONS

None