



Virginia Department of Corrections

General Services

Operating Procedure 320.3, *Hunting, Fishing, and Recreational Use of DOC Property*

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Directive 320, *General Services*

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None

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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.

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

Facility - Any institution or Community Corrections Alternative Program.

Forest Management - The practice of planning, maintaining, and caring for forests to ensure their sustainable use and conservation, balancing ecological, economic, and social objectives.

Institution - A prison facility operated by the Department of Corrections; includes major institutions, field units, and work centers.

Legal Guardian - A person who has the powers and responsibilities of a parent concerning the child's support, care, education, health, and welfare.

Minor - A person less than 18 years of age.

Organizational Unit Head - The person occupying the highest position in a DOC organizational unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Infrastructure and Environmental Management Unit, Agribusiness Unit, and individual Headquarters units, e.g., Human Resource, Offender Management, Internal Audit.

Other DOC Property - All property other than DOC facilities that the DOC owns, leases, or controls through other means.

Recreational Activities - Activities that an individual engages in during their leisure time for personal enjoyment, relaxation, or satisfaction and include a wide range of pursuits such as sports, arts and crafts, games, outdoor adventures, etc.

Recreational Facilities - Picnic pavilions and other such structures and areas located on DOC property.

Security Perimeter - A physical structure, such as a fence or wall that forms a barrier intended to keep inmates and CCAP probationers/parolees inside the facility and unauthorized persons from entering a facility; the perimeter is generally the last physical barrier or set of barriers on the outer edge of the secure compound.



PURPOSE

This operating procedure establishes the conditions under which current and retired employees and their guests are permitted to access Department of Corrections (DOC) property for hunting, fishing and other recreational activities.

PROCEDURE

- I. Approval to Hunt, Fish, or Participate in Recreational Activities on DOC Property
 - A. The Organizational Unit Head has the authority to grant or deny the use of DOC property and recreational facilities for hunting, fishing and other recreational activities. The Deputy Director for Institutions has authority over other DOC properties.
 1. Permission granted by the Organizational Unit Head or their authorized designee is limited to DOC property and recreational facilities under the Organizational Unit Head's authority and control.
 2. When permission is granted, the Organizational Unit Head has the authority to restrict and control the activity.
 - a. Permission for hunting and fishing is valid only during legal seasons for that activity and must be renewed annually.
 - b. Permission to utilize recreational facilities may be granted per event or on an ongoing basis.
 - c. Recreational use does not involve entering the security perimeter of a facility.
 - B. The Organizational Unit Head or designee should permit only current and retired employees and their guests to utilize DOC property after verifying that the requesting current or retired employee possesses the required State of Virginia licenses and is properly identified as a current or retired DOC employee.
 1. The Organizational Unit Head will not approve current and retired employees who were terminated for disciplinary reasons or criminal activity.
 2. At the discretion of the Organizational Unit Head, guests may be permitted to utilize DOC property for recreational purposes only while they are accompanied by a current or retired DOC employee.
 3. All approved guests must possess a current State of Virginia License, when required by law.
 - a. Minors must always be accompanied and directly supervised by their parent, legal guardian, or another adult with the written consent of the parent or legal guardian while on DOC property.
 - b. The parent, legal guardian, or authorized adult must possess a current State of Virginia License.
 4. The Organizational Unit Head may withdraw their permission at any time for the following:
 - a. The current or retired employee or their approved guest violated the conditions of this operating procedure or the unit's *Recreational Use Guidelines*.
 - b. The Organizational Unit Head or designee deemed it inappropriate for the individual to be on DOC property for security reasons or other legitimate operational circumstances.
 - C. Employee use of DOC property must be in accordance with the safety and security needs of the DOC as well as consideration of any adverse public sentiment.
- II. Application Process and Limited Liability Agreement
 - A. Current and retired employees must submit a *Recreational Activity Request and Liability Agreement 320_F1* and receive approval from the Organizational Unit Head or designee prior to utilizing DOC property and facilities.
 - B. The DOC is not liable for any personal injury or property damage sustained by any individual hunting, fishing, or participating in recreational activities on DOC property utilizing DOC recreational facilities.
 - C. A *Recreational Activity Request and Liability Agreement 320_F1* will not be required for routine



employee use of recreational facilities during lunch breaks, etc.

III. Recreational Use Guidelines

- A. Each Organizational Unit Head will develop and maintain written unit specific *Recreational Use Guidelines* for use of DOC property and recreational facilities.
- B. The unit's *Recreational Use Guidelines* must contain, at a minimum, the following information:
 - 1. Days and hours for fishing, hunting, and other recreational activities.
 - 2. Authorized weapons, equipment and tackle.
 - 3. Permissible hunting and fishing methods.
 - 4. Areas approved for access.
 - 5. Unit specific rules, restrictions, conditions, or requirements.
 - 6. Notification process of their presence on the property.
 - 7. Conditions and restrictions regarding approval for guests.
 - 8. Conditions under which permission will be withdrawn.
- C. The Organizational Unit Head should consult with Agribusiness Director or Assistant Director when establishing hunting zones due to livestock safety concerns and forest management both of which are under Agribusiness.
- D. The Organizational Unit Head or designee must post a copy of the *Recreational Use Guidelines* in areas where employees and other authorized individuals must check in prior to each approved activity and a copy must be made available to current and retired employees and their guests when permission is granted.

IV. Hunting and Fishing on DOC Property

- A. Any individual fishing or hunting on DOC property will be subject to all federal, state, or local laws, and all regulations promulgated by the Virginia Department of Wildlife Resources; 4 VAC 15, *Virginia Department of Wildlife Resources*.
 - 1. All individuals hunting or fishing on DOC property must possess and have on their person while actively engaged in the activity, the appropriate current State of Virginia License in accordance with COV §29.1-300 et seq., *Unlawful to hunt, trap or fish without license* and all other applicable laws and regulations.
 - 2. All individuals approved to hunt on DOC property must also possess a certificate confirming completion of an approved Hunter Safety Program. A copy of the Hunter Safety Program certificate must be submitted with the *Recreational Activity Request and Liability Agreement 320_F1*.
 - 3. All individuals will be required to show their licenses, upon request, to any on-duty DOC employee or to any agent or representative of the Virginia Department of Wildlife Resources.
- B. Only the equipment, tackle, and methods authorized by the Virginia Department of Wildlife Resources for the respective activity are allowed at any time on DOC property.
 - 1. Bow and arrows are only authorized on DOC property while the individual is actively engaged in bow hunting.
 - 2. The use of game cameras is prohibited
 - 3. No hunting will be permitted around livestock or work crews.
 - 4. Camping on DOC property is prohibited.

V. Safety and Security Regulations

- A. As a condition of using DOC property and recreational facilities for hunting, fishing, and recreational



activities the employee must comply with safety and security regulations.

1. Possession or use of alcohol, marijuana, non-prescribed medications, and other controlled substances is strictly prohibited.
 2. Bows and arrows should not be left unattended at any time and are not permitted to be stored in a vehicle other than when checking in and out of the unit for hunting.
 3. Personal weapons and ammunition are not authorized on DOC property at any time, unless authorized by Operating Procedure 430.4, *Perimeter Security*.
 4. Vehicles are to remain locked when left unattended, all equipment and personal valuables must be securely stored in the vehicle and out of plain view.
 5. Access is limited to those areas designated by the Organizational Unit Head.
 6. Personal trash must be disposed of in an appropriate receptacle.
 7. Fires must be contained in approved areas and equipment. All fires must be completely extinguished before leaving the area.
 8. Vehicles are restricted to established roadways only. All traffic control signage will be obeyed.
 9. Only boats with trolling motors are authorized for use on DOC waterways.
 10. Building and Grounds, Agribusiness buildings, (e.g., pole and covered barns), vehicle and other maintenance areas are off limits and access to these areas is prohibited. Trespassing in farm buildings is prohibited.
 11. Any gate that is opened to allow entry to an approved area must be closed after entry. If the gate is already open, then it must remain open.
 12. Destruction of state property is prohibited.
 - a. No tree cutting, fence cutting, or affixing of any equipment to DOC property is allowed.
 - b. Only portable tree stands will be permitted if authorized for use by the Organizational Unit Head.
- B. Failure to comply with safety and security regulations may result in termination of the current or retired employees and their guest's approval to use DOC property and recreational facilities.

REFERENCES

COV §29.1-300 et seq., *Hunting, Trapping and Fishing Licenses*
4 VAC 15, *Virginia Department of Wildlife Resources*
Operating Procedure 430.4, *Perimeter Security*.

ATTACHMENTS

None

FORM CITATIONS

Recreational Activity Request and Liability Agreement 320_F1

