



YOUR GUIDE TO
RENEWAL REENTRANT SERVICES
DOC/PBPP Supplemental Guidebook

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339 Blvd. of the Allies
Pittsburgh, PA 15222

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TABLE OF CONTENTS

Welcome	1
Using the Guidebook	1
Location	1
Code of Ethics.....	1
Confidentiality	1
Rules of Conduct	1
Conduct Towards Staff and Other Reentrants	2
Contraband	3
Alcohol/Narcotic Ban	5
Driving.....	5
Out of State or County Travel.....	6
Disciplinary Rules and Procedures.....	6
What is the Specialized Treatment Center/Violence Prevention Program	6
Intake/Orientation.....	7
Cognitive Counseling/Anger Management/AOD Education/Victim Awareness/Relapse Prevention	8
Reentrant Activity Planner Procedure.....	12
Cell Phones	21
Furloughs	22
Education	22
Community Service.....	23
Recreation and Leisure Education	23
Case Management Expectation.....	23
Identification Card	24
Weekly Schedule	24
Wake-up and Destination Procedures	24
Job Search Guidelines.....	25
Job Placement	25
Employment	25

Budgets	26
Center Details	27
Expectation for Personal Space	27
Expectation for Floor	28
Meal and Food Preparation	29
Medication	29
Urinalysis	29
Clothing	30
Dress Code	30
Lockers and Combinations	31
Visitation	31
Mail	32
Disciplinary Hearing Policy/Procedure	32
Grievance Procedure	33
Escapes	34
Release from Renewal Incorporated	34
Exit Interview and Follow-up Questionnaires	34
PREAA (Prison Rape Elimination Act)	34

WELCOME

Renewal, Inc. has a mission: We are dedicated to the renewal of individuals in the criminal justice system and to their return to society as responsible citizens. By design, Renewal is not simply a work release alternative to incarceration. It is a structured program that provides you with the tools to change negative behavior. You will work with our trained staff to develop thinking skills that will enable you to evaluate consequences in order to maintain a productive life upon release. The choice and the responsibility are yours.

USING THE GUIDEBOOK

This guidebook outlines Renewal, Inc.'s program operations. It is available as a handy reference for you during your stay at the Renewal Center. If you have questions about any of the information contained in this guidebook, **PLEASE ASK YOUR CASE MANAGER.**

LOCATION

The Renewal Centers are located at 339 Blvd. of the Allies and 704 Second Avenue, Pittsburgh, PA. We also operate a "Reentry Center" located at 700 Fifth Ave. Pittsburgh, PA. Renewal, Inc. is a private, non-profit corporation, governed by a volunteer Board of Directors. Renewal is a Community Correctional Work Release Program for adult male and female offenders from Allegheny County, the Pennsylvania Department of Corrections, the Pennsylvania Board of Probation and Parole, the Federal Bureau of Prisons, and Pretrial Services of the US District Court.

CODE OF ETHICS

The employees at the Renewal Center are available to *assist* you in reaching your goals and objectives. They are not permitted to receive cards, gifts, tickets, food or payment of any kind from you. The reentrants should not offer personal services or gifts to staff members.

CONFIDENTIALITY

You are guaranteed the right to privacy according to all State and Federal laws and regulations. Personal information that is given during your stay will be handled as confidential and will not be released without your signature on the proper forms.

RULES OF CONDUCT

During your stay here, you will be living as part of a community, both in and out of the Center. The rules of conduct are very basic:

- You will remain drug and alcohol free.
- You are expected to treat the staff and your fellow reentrants with respect.
- Reentrants are not permitted to supervise other reentrants under any circumstances.
- Reentrants are not permitted on the elevator or in the basement without permission.
- The center is your home for the duration of your sentence and is to be treated with care.
- **YOU ARE EXPECTED TO REPORT TO YOUR DESIGNATED ROOM/BED NUMBER WHEN STANDING HEADCOUNT IS REQUESTED.** The only exception to this rule is class/group.

- Your behavior is the result of choices that you, alone, make; therefore, you alone are responsible for the consequences that result from your behavior.
- No aggressive behavior or fighting will be tolerated.
- No smokeless tobacco allowed in the Center.
- You are expected to stop and think before speaking and acting in ways that contribute to situations of conflict. The staff is here to help you, but will not tolerate inappropriate, disruptive or abusive behavior.
- You are not allowed to sit on the windowsills or stare out the windows of any part of the building.
- You are not allowed to be in your bed during the day before 4:00 PM unless you work nights or have special permission from your case manager.
- No gambling of any kind is permitted while you are a reentrant of the Renewal Center. Reentrants are not allowed to be in possession of lottery tickets or gambling stubs of any kind.
- Reentrants are not permitted to make any drastic changes or alterations to their appearance during their stay at Renewal Inc. (i.e. tattoos, hair color, hair style, etc.)
- All electrical devices of any kind must be approved by the Renewal Inc. Maintenance Department. Rechargeable batteries and chargers ARE NOT PERMITTED. Any electrical devices not approved by the Maintenance Department will be considered contraband and subject to confiscation.
- Reentrants are not to approach staff in the hallways, common areas or any area that is not confidential to discuss case management issues. This can be considered interfering with staff in the performance of their duties.
- Anytime a staff is engaged in addressing a reentrant, other reentrants are not to become part of that interaction. If a reentrant gets involved while a staff person is addressing another reentrant or dispersing their duties (i.e. supervising cleaning, dispensing medication, logging in or out, etc.) the reentrant who gets involved uninvited will be charged with conspiracy, a major program violation.
- Reentrants are not permitted to lend or borrow money or personal belongings from other reentrants or staff.
- Reentrants must dress appropriately at all times. Reentrants must be fully clothed and dressed appropriately outside the sleeping areas. To and from showers, a bathrobe must be worn. In lieu of a bathrobe, a shirt with sleeves and a pair of pants/full length sleepwear is permitted. The bathroom areas are the only approved changing areas. Reentrants are not permitted to change clothing in the sleeping rooms.
- Reentrants will not be asked to and may not participate in medical, pharmaceutical, or cosmetic experiments during their time at Renewal Inc. (Note: This will not prevent you from seeking medical treatment in the community or from receiving medical procedures that are not commonly available.)
- Headphones are not permitted in the cafeteria.
- Reentrants are prohibited from having external third party provided locked storage including lock boxes, lockers and storage units.

CONDUCT TOWARDS STAFF AND OTHER REENTRANTS

Reentrants are expected to maintain proper conduct toward staff and other reentrants. Obscene, abusive or threatening language is prohibited. Sexual innuendoes or comments

directed towards staff or other reentrants are considered a violation of program rules. The center will not tolerate behavior that is considered aggressive, abusive or threatening.

Reentrants are to address all staff by "**Ms. or Mr.**" along with their **last name**.

Reentrants are expected to comply with all instructions given by any staff member. If a reentrant encounters difficulties with an individual staff member or other reentrant they should report this to their case manager or the Work Release Program Manager.

Lying to staff will not be tolerated and will be cause for disciplinary action.

Reentrants are not permitted to be in staff offices unless they are in the presence of a staff member who is supervising them. Violation of this policy will be grounds for disciplinary action.

Male and female reentrants are not permitted to fraternize. Any unauthorized communication (i.e. exchanging notes, meeting inside or outside the facility, etc.) is a major program violation.

CONTRABAND

- 1. All contraband items are not returned to the reentrant; the items are destroyed.** If they are found on a reentrant's body, in his/her room, car, clothing, or anywhere in his/her control, he/she will be subject to disciplinary action that may result in revocation of reentrant status. All contraband items are destroyed.
- 2.** Any items delivered to Renewal through mail or through a drop-off will be considered the reentrant's property. Each individual will be held responsible for any items dropped off or delivered to him. This includes all contraband items and items purposely concealed.
- 3.** Renewal reentrants are subject to personal pat-down searches and/or searches of property while in the center, out in the community and/or in vehicles. Locker searches may be conducted by Staff at any time and without notification. When deemed necessary, strip searches may also be conducted.
- 4.** If any reentrant finds any of contraband items anywhere in the facility, he/she must immediately report them to the staff on duty. Upon arrival at Intake, if you bring items into the building considered contraband, you have seven (7) days to remove these items; after seven (7) days, these items will be destroyed.

ALLOWED LIST

7 SHIRTS
7 PAIR OF PANTS
7 SETS OF UNDERPANTS
3 BRAS (FEMALES ONLY)
1 BATHROBE
2 PAIR OF PAJAMAS
7 PAIR ATHLETIC SOCKS, SLACK SOCKS OR PANTYHOSE
3 PAIR OF SHOES (INCLUDING BOOTS)
1 TOWEL
1 WASHCLOTH
1 PAIR OF SLIPPERS OR SHOWER SHOES
1 JACKET OR COAT

5 MAGAZINES OR BOOKS (NO NUDDITY)
1 MP3 PLAYER (CANNOT VALUE OVER \$50 – NO TOUCHSCREENS)
1 SET OF HEADPHONES
1 ALARM CLOCK (WITHOUT RADIO)
2 PICTURES

1 ELECTRIC HAND HELD DRYER
1 ELECTRIC CURLING IRON WITH AUTO SHUT OFF
1 NON-ALCOHOL SHAMPOO
1 NON-ALCOHOL NON AEROSOL HAIRSPRAY
1 NON-ALCOHOL MOUSSE OR GEL
1 NON-ALCOHOL COLOGNE
1 TOOTH BRUSH (MANUAL OR ELECTRIC)
1 TOOTH PASTE
1 NON-ALCOHOL MOUTHWASH
1 NON-ALCOHOL DEODARANT
1 NON-ALCOHOL HAND/BODY LOTION
1 OPEN BAR SOAP/ 6 SOAPS MAXIMUM/2 BOTTLES OF BODY SOAP
1 CONTAINER OF SHAVING CREAM/GEL
1 ELECTRIC OR DISPOSAL RAZOR
1 UMBRELLA (CANNOT HAVE POINTED OR METAL TIP)

**CLEAR BOTTLES ONLY
**NO AEROSOL CANS

NO NAIL POLISH OR GLUE
NO NAIL POLISH REMOVER
NO INCENSE OR OILS
NO AEROSOL CANS
NO UNMARKED PERSONAL CARE PRODUCTS OR TOILETRIES

BAG – 1 POCKET BAGS ONLY
HOUSE KEYS
CAR KEYS (WITH PERMISSION FROM CENTER DIRECTOR)
\$100 CASH ON YOUR PERSON

Reentrants are permitted to have the following items: Any other items not listed are considered contraband and therefore will be confiscated and the reentrant is subject to disciplinary actions:

Unauthorized cell phones are considered CONTRABAND and will be confiscated. Contraband cell phones will NOT be returned to the offender/third party and will be destroyed by the Center Director/Security Designee.

For Fire/Safety purposes, burning of anything in the facility is prohibited

ALCOHOL/NARCOTIC BAN

All reentrants, regardless of prior drug and alcohol usage are placed on an alcohol/drug ban as a condition of their placement at Renewal Inc. The illicit use of any street or prescription drug can result in the immediate revocation of the reentrant's status in the center.

The use of alcoholic beverages is also strictly prohibited. A violation of this nature is considered a major program violation, which can result in the revocation of your stay at Renewal. Because of this strict ban on alcohol, narcotics, and all street drugs, reentrants are to inform any physician who is treating them of the ban. This is done so that the physician can prescribe medications that will comply with the center's programming. Doctor prescribed narcotics must be approved by Center Director prior to consumption.

Since some over-the counter medications contain alcohol; reentrants must also read labels on any such products that they buy. Over-the counter medication for coughs and colds that contain alcohol are forbidden. Reentrants may consult a pharmacist for alternatives to these alcohol-containing items. As with over-the-counter medications, some mouthwashes and skin care products contain alcohol. Products of this type that are in liquid form and may be consumed are also forbidden. Hair sprays, body lotions, etc. which may contain trace amounts of alcohol are permitted. However, reentrants should seek clarification from a monitor or case manager about the appropriateness of any alcohol-containing products.

The reentrant is solely responsible for compliance with the alcohol ban. Any positive-for-alcohol reading in urinalysis or breathalyzer testing will be considered a violation of the ban. Explanations that the positive reading comes from a source other than alcoholic beverages (i.e. mouthwash or cough syrup) will not be considered as justification.

NON-ALCOHOLIC BREWS AND "NEAR-BEERS" ARE FORBIDDEN.

DRIVING

A reentrant is not permitted to operate a vehicle without the permission of his/her case manager, Work Release Director, or the authority that has jurisdiction over his/her stay at Renewal, Inc. You must submit a written request and present a valid driver's license, proof of ownership and proof of insurance to your case manager. If you are borrowing another person's car you must show a notarized statement from the owner granting permission for you to operate the vehicle. Reentrants are responsible for their own parking while staying at Renewal, Inc. If any required document expires it is your responsibility to turn in the renewed document to your case manager. Driving with expired insurance, driver's license or registration constitutes program rule violations.

Renewal Inc. has the right to search any vehicle that is operated by a reentrant for personal use. The same rules of contraband that apply to reentrants and reentrant's property within

the Renewal Center also apply to any vehicle that is used for personal use by a Renewal, Inc. reentrant. Any contraband that is discovered during the search of a reentrant's vehicle will not be returned.

**REENTRANTS ARE NOT ALLOWED TO UTILIZE TAXIS, JITNEYS, UBER, LYFT
(OR ANY SIMILAR SERVICES)**

OUT OF STATE OR COUNTY TRAVEL

Reentrants are not allowed to travel out of the state or county without the knowledge or permission of their case manager and the authority that has jurisdiction over their stay at Renewal, Inc.

DISCIPLINARY RULES AND PROCEDURES

All reentrants are expected to observe appropriate standards of behavior as outlined by the rules, regulations, and policies of Renewal, Inc.

Behavior, which deviates from written standards located in this guidebook, will be evaluated within the context of the total plan of the reentrant. The effect of such behavior on others and its consequences on the orderly operation of the facility will not be tolerated. Staff will attempt to resolve minor violations through counseling, verbal warnings and the issuing of demerits. However, the nature and frequency of violations may result in the reentrant being charged with a major program violation.

WHAT IS THE SPECIALIZED TREATMENT CENTER

The Specialized Treatment Center/ Violence Prevention Program is a community reentrant program designed to provide housing for paroled violent offenders who the PBPP has identified as needing maximum or enhanced community-based supervision and programming for a minimum of 60 days. The reentrant will participate in The Violence Prevention Booster Program which serves as a refresher to the Violence Prevention Program that was completed in the State Correctional Institution. The Booster program consists of 12 sessions held twice per week for 6 weeks. The main purpose of the group is for the parolee to look at their attitude, beliefs, and behaviors, specifically those that have resulted in their involvement in the Criminal Justice system.

Reentrants involved in the Specialized Treatment Center/Violence Prevention Program will comply with the below listed stipulations in addition to the Renewal Reentrant Guidebook:

- During the first week (orientation phase), reentrants will attend PREA Orientation, report to the local parole office, report to the local welfare office (if necessary), and Renewal orientation. Please refer to the supplemental orientation week checklist.
- Upon completion of the orientation phase and Life Skills component, reentrants are permitted to begin Utility Planner B. Please refer to utility leave later in the guidebook.
- You will be permitted to participate in a limited community service program until completion of your Specialized Programming. This shall include in house

community service and limited outside community service approved by the Case Management Supervisor, Program Manager, or Program Director.

- All activities will be scheduled around the set Violence Prevention Booster group times.
- All reentrants must meet with their case manager twice per week.
- All reentrants shall have a 7:00 pm (1900 hours) curfew unless the reentrant has 2nd or 3rd shift employment or he/she is working overtime.
- Upon completion of the booster groups, all reentrants must complete a minimum of 2 hours of community service per week.
- Reentrants are permitted to attend church services at locations determined by center staff and parole.
- **Upon completion of the booster groups, securing employment, and completing 2 hours weekly of community service,** reentrants may be eligible for free time at the discretion of the center staff and the parole agent.

If after 60 days and completion of the Violence Prevention Program, an approved home plan has not been established, the reentrant will be removed from the Specialized Treatment Program and placed into the regular Work Release Program. If employed and completing mandatory weekly community service, you will be eligible for utility planner A.

INTAKE/ORIENTATION

When you arrive at the center, you will be given the 1st week checklist. This checklist will help guide you through your first week at the center. You will go through an orientation with the Intake Staff who will explain, in detail, the program and your responsibilities. During the orientation, you will read, review and sign the reentrant agreement and the appropriate forms to release information. These forms become part of your Renewal file.

CPC or PVC releases will start on Utility Planner C. CCF Parole cases will start on Utility Planner B after orientation week.

339 Drop Off

**Acquaintances or family members approved on your drop off list may drop off items for reentrants during the following days and times only:
Fridays from 8:00 am-11:00 am and 3:00 pm-4:00 pm, Saturdays from 12:00 pm-3:00 pm, and Sundays from 6:00 pm-9:00 pm**

704 3rd and 5th Floor Drop Off

**Acquaintances or family members approved on your drop off list may drop off items for reentrants during the following days and times only:
Fridays and Saturdays from 1:00 pm-3:00 pm**

Any excess or disallowed items (items that are designated as contraband or are in excess of the allowable clothing amount) that are confiscated upon intake are stored for 7 days only; subsequently, these items, if no arrangements are made for pick-up, will be donated or

destroyed. The clothing allowance is adhered to strictly. Multiple layers of clothing worn upon intake will be counted toward the total amount in clothing allowance.

**COGNITIVE COUNSELING/ ANGER MANAGEMENT/ AOD EDUCATION/ VICTIM AWARENESS/
RELAPSE PREVENTION/REENTRY SERVICES**

We at Renewal Inc. believe that anti-social or criminal behaviors are a result of errors in thinking. Cognitive groups offer an opportunity to increase awareness and examine the thinking that has resulted in unhealthy choices and painful consequences. Cognitive is another word for thinking. You are challenged to examine the thinking that got you here. This can be viewed as an opportunity, or yet another sentenced to be endured... your choice.

If your LSI-R score indicates a need, you may be required to attend a variety of services based on your needs.

The expectation is that individuals will arrive on time for services, and be prepared for active participation. Most services are offered at Renewals' Reentry Building located at 700 5th Avenue. Services at the 339 location will be approved and times provided.

Renewal offers a variety of cognitive services throughout its programs. Please inquire with your case manager which cognitive classes you will or will not be required to take. Those who are required to attend and successfully complete the program will be given a certificate of attendance.

If you miss a service for which you are scheduled, a DOC infraction report will be issued. **You must attend when you are scheduled** unless you have been excused by the program proctor. It is your responsibility to see that your scheduled services do not conflict with work details.

There are individuals who attend voluntarily and can make prior arrangements or simply check to see if the class is full at class time.

Renewal utilizes the Pennsylvania Department of Corrections Thinking Report to help individuals examine their behavior and its consequences. Please familiarize yourself with it as you will be asked to use it during your stay here. Please see below:

Resident Name: _____

Date: _____

1. *Identify the situation:* _____

2. *What were your thoughts before you acted?* _____

3. *What were your feelings before you acted?* _____

4. *What did you do?* _____

5. *What were the consequences of your actions?* _____

6. *How could you manage your thoughts differently?* _____

7. *What would your new behavior be?* _____

8. *What would be the outcome?* _____

<p>Staff Review/Comments:</p> <p>Staff Signature/Date:</p>

Copy: Resident File; Infraction Packet

Alcohol and Other Drug (AOD) Treatment may be determined to be a requirement of the Individual Renewal Plan based upon history, LSI-R scores, or stipulation from your governing agency.

The following information will provide a clear guideline for your participation in outpatient treatment.

We at Renewal Treatment Inc. are looking forward to working with you and have recorded some information to introduce you to our services and to help prepare you for the work ahead of you.

Renewal Incorporated and Renewal Treatment Inc. (RTI) believe strongly in the Cognitive Behavioral Approach as the most effective treatment approach for AOD dependent persons involved in the criminal justice system. Our outpatient treatment program is based on a curriculum that helps individuals recognize and overcome self-defeating behaviors and emulates the Stages of Change Model.

The program will entail different types of group that will help clients engage in a process of change that promotes a pro-social lifestyle.

Your primary purpose as an RTI client is to be actively involved in the treatment process. While work is an important component of your time at Renewal the main reason you have been placed with us is to develop and maintain a lifestyle that is free from the use of illicit drugs and criminal behavior. **A successful discharge can only occur when you have learned to navigate the stages of change thru concrete learning experiences and a commitment for recovery has taken place. In order to accomplish this:**

- You will be expected to attend any and all scheduled treatment sessions that include but are not limited to one individual and one group session weekly.
- You will remain alcohol and drug free.
- You will limit your whereabouts to locations that have been pre-approved by your case manager.

You will participate in the program in a meaningful way and attend all scheduled treatment sessions.

Failure to do so will result in reporting your absence or behavior to the Case Manager and Case Manager Supervisor and could jeopardize your placement with Renewal Incorporated.

So please take the time to read over all the information being provided to you as it will go a long way in helping you achieve your goals and successfully completing the RTI program.

You will be required to involve yourself heavily in this treatment process as you will be tested and expected to move on to the next phase based on personal preparedness.

A successful discharge will occur when you travel through subsequent group stages and concrete learning and commitment for recovery has taken place. Expectations are:

- Each client will be expected to attend any and all scheduled treatment sessions that include but are not limited to one individual and group session weekly.
- Clients will maintain clean urine specimens while in treatment.
- Clients will not come to therapy while under the influence of alcohol or drugs.
- Clients will not bring drugs, alcohol, drug paraphernalia, gambling or pornographic materials to the center during therapy.
- Clients will keep names and information gained by others participating in the program confidential.
- Clients will treat staff and other clients with respect.
- Clients will not threaten nor be involved in any illegal activities while in the program.
- Clients will not utilize any space in the center except treatment areas unless given permission to do so by a staff member.
- **Clients will participate and attend all required sessions.** Failure to do so will result in reporting your absence or behavior to the Case Manager and Case Manager Supervisor.

If you have an excused absence from programming for any reason you will be required to make it up.

AA/NA Attendance

Any time you attend an AA/NA meeting you are expected fill out the proper Renewal Inc. report form. The report form is to be turned in to your case manager the following day. Failure to complete this report form will result in a reduction in program points.

REENTRANT ACTIVITY PLANNER PROCEDURE

**Can be suspended or amended at any time by the Director of the Facility.*

1. Week of Arrival- New Arrivals- Orientation Week

- a. All Reentrants will receive an intake packet to fill out, a PREA brochure, receive a tour of the facility, and be allowed to store their items in their assigned room.
- b. All reentrants will have orientation and leave periods entered Monday through Friday for the first week. Please refer to the Renewal Orientation Week Checklist.
- c. Within the first 24 hours after arrival, all Parolees are required to report to the local Parole Office.
- d. All Reentrants will have the opportunity to go to Department of Public Welfare, Social Security Office (if needed), and other social service organizations.
- e. All Reentrants are required to attend the Case Manager intake session— IF YOU DO NOT ATTEND YOU WILL NOT HAVE A SCHEDULE FOR THE FOLLOWING WEEK.
- f. All reentrants must attend the Program Orientation and PREA Training- This will be announced during the first week. You must attend or a HOLD will be placed on your schedule. BOTH ARE MANDATORY AND YOU MAY BE RESTRICTED TO THE BUILDING IF NOT COMPLETED. PREA ORIENTATION IS HELD AT THE 339 Recreation Room EVERY WEDNESDAY AT 2:00 PM.

2. Second Week After Arrival- must have a schedule entered from the Case Manager Intake meeting to exercise leave.

- a. Begin exercising leave in line with your new schedule.
- b. Must meet with your Case Manager (if you have not done so) to complete the Treatment Plan.
- c. Look for employment.
- d. MANDATORY- Must attend the Life Skills assessment process held Mondays at the 700 5th Ave. Reentry Building.
 - i. Failure to do so will result in a Programming HOLD- You must see your Case Manager.
 - ii. This will end once you complete the assessment and required Life Skills classes based on your initial assessment.
- e. MANDATORY- When you are unemployed after 30 days, a review of your case will be held in conjunction with parole. Based on the outcome of this review, you may be placed back into Life Skills to focus on employment

skills. If, after 60 days in the center without employment, you will be mandated into Workforce Development programming.

- i. Failure to do so will result in a Programming HOLD.
- ii. You must attend during any periods of unemployment.
- iii. SSI applicants that are seeking employment must attend as well.

3. Case Manager Scheduling and Open Office Hours

- a. You must attend your scheduled meeting with your Case Manager when scheduled.
- b. The Case Managers will post a schedule on their door with your meeting date and time.
 - i. You are responsible for returning to the center at the scheduled time to meet with the Case Manager.
 - ii. Excuses for missing the meeting will not be tolerated.
 - iii. Failure to do so will result in a Case Manager HOLD until you meet with them and possible sanction for repeated violations.
- c. The Case Managers will post 2 hours of Open Office hours during their scheduled shift.
 - i. The door will be open.
 - ii. This will be first come first serve.

4. Utility Leave Periods- You are free to utilize this time as you see fit.

REMEMBER you are still required to obtain employment if not applying for SSI.

- a. You are required to use this time appropriately. Examples are as follows:
 - i. Job Searching
 - ii. Spending time with Friends and Family
 - iii. Attending all appointments (Medical, housing, AA Meetings, OVR, etc.). Mandated appointments must also be attended during your utility time. Failure to attend mandated appointments (mental health, drug and alcohol, family services, or any services you are referred to by your case manager), will result in loss of utility time.
 - iv. Shopping
 - v. Leisure time
- b. There are three Schedules you can be placed on based on your status.
 - i. Planner A- FT Employed/ SSI Approved (plus additional hours)
 - ii. Planner B- PT Employed/SSI Application (plus additional hours)/ Under-employed
 - iii. Enhanced Support Schedules- Reserved for reentrants that are not progressing.
 1. Can be in lieu of Discharge for infractions.

2. Reentrants that have been unemployed greater than 30 days or have not secured a home plan in 120 days.
3. Parole Agent, Case Manager, Case Manager Supervisor, Program Manager, or Program Director will assign persons as needed—the decision will be by Majority Vote.
4. Reentrant will be assigned to the Enhanced Support Counselor.
5. Reentrant will be assigned to Reentry Groups based on needs/shortfalls.
6. A monthly meeting will be held on a designated Wednesday of each month.
 - a. A combination of your Parole Agent, ESC Counselor, Case Manager Supervisor, Program Manager, or Program Director, will be present.
 - b. Meeting will determine continuation in program or movement back to regular program.
- c. On the schedules, there is a section at the bottom to input your Permanent Schedule. This must be completed. NOTE: During HOLD periods you will still be able to utilize this time for:
 - i. Work
 - ii. Community Service
 - iii. Mandatory Programming/ Religious time

5. Minimum Requirements to Sign out for Utility Leave Periods. In order to affect the orderly operations of the facility, these will be audited weekly:

- a. Must turn in paycheck each pay period to your Case Manager.
- b. Must turn in SSI Check by Saturday of first full week of month.
- c. Must clean you Linens weekly and show staff that it is done.
- d. Must complete 2 hours of Community Service per week (min of 8 per month).
- e. Must complete **floor details** as assigned- Daily.
- f. Must make bed and maintain personal areas-Daily.
- g. Your noncompliance will result in a HOLD being placed in the system for you.
- h. Must attend all mandatory appointments as assigned. Failure to comply will result in a hold being placed on you.

6. HOLDS and RESTRICTIONS

- a. Reentrants that have not completed minimum daily/weekly activities or have failed to attend a scheduled meeting with their Case Manager/Agent will be subject to a Utility Leave Hold.

- i. This action will be a temporary, non-disciplinary, suspension of utility leave that will end when the reentrant accomplishes the task or meets with the requested staff member. The reentrant will be permitted to attend their prescheduled mandatory activities (work, community service, religious service, treatment programs, etc.) during this temporary hold.
- ii. Types of HOLDS- All holds will be removed once the action is done
 - 1. Detail Duty HOLD- Need to complete house duty.
 - 2. Room Duty HOLD- Need to complete room duty.
 - 3. Linen HOLD- Must clean Linens weekly and show staff.
 - 4. Paycheck HOLD- Failure to turn in paycheck.
 - 5. Community Service HOLD- Fail to do Community Service minimums each week.
 - 6. Programming HOLD-Failure to attend Employment Workshop or any other in-house mandatory programming.
 - 7. Parole HOLD- Parole needs to speak with you/missed appointment.
 - 8. Case Manager HOLD- Case Manager needs to speak with you/missed appointment.
 - 9. Administration HOLD- Director/Program Manager/Case Manager Supervisor needs to meet with you.
 - 10. Positive UA HOLD- Need to see Parole and get disposition.
- iii. Any staff member may remove a temporary hold once they have notice/proof the action is complete.
- iv. Community Corrections Monitors can put on and remove HOLDS 1-3 when that duty is not completed
- v. Community Corrections Monitors will only put on HOLDS 4-10 when requested by Parole, Counselors, or Administration.
- b. Utility Leave Restriction may also be imposed for behavior violations.
 - i. Utility Leave Restriction is defined as a suspension of utility leave for a pre-determined amount of time. Reentrants will be permitted to attend their prescheduled mandatory activities (work, community service, religious service, treatment programs, etc.) during this type of restriction.
 - ii. This restriction may only be imposed by the Agent, Program Director, Program Manager, or Case Manager Supervisor.
 - iii. For repeated non-violent behavior violations, the reentrant may be placed on the Enhanced Support Schedule coupled with appropriate programming to refocus the reentrant on their reentry goals.
 - iv. Types of RESTRICTIONS- There will be a start and end date given to you in writing
 - 1. Parole RESTRICTION

2. DOC RESTRICTION

7. Employment/SSI Applications

- a. All Reentrants are required to seek out employment or apply for SSI—if appropriate.
 - i. Verification is required for all statuses prior to having the planner updated.
 1. Employment Verification Form and 5 consecutive day's employment.
 2. SSI- Documentation showing that you have an active application- 5 consecutive days of extra activity.
 - ii. Changes in Status must be reported immediately to the Center and Parole in writing or in person.
 1. You may be given a grace period if approved by the Counselor.
 2. Those reentrants that do not report status changes will go back to the appropriate planner immediately—or be sanctioned if appropriate.
 - iii. 1099/Subcontracting employment will not be permitted while in Renewal.
- b. Curfew Violations
 - i. No reentrant is permitted out of the facility after 9pm or before 5am unless actively working that shift.
 1. Curfew Violations will not be tolerated. Violations of curfew may result in utility leave suspension.
 2. If you violate the Curfew by not attending work as scheduled—you can be restricted from working during the curfew hours.
 - ii. If you are not going to work, you can still sign out by leaving at your designated Utility Leave period based on your status.
- c. Not going to Work for a shift-
 - i. First Shift- Do not sign out before your 9am leave time and return by your scheduled return time.
 - ii. Second Shift- Do not stay out past 9pm as you will be violation the curfew. Curfew for VP reentrants is 7pm unless working.
 - iii. Thirds Shift- Do not sign out at all- See your counselor if you cannot go to work and you will be given time during the day you are off.
- d. Becoming Unemployed

- i. Inform you Case Manager and Parole Agent Immediately.
 - ii. Begin Looking for new employment
- e. Pay/SSI Check turn in- Validates employment/SSI
 - i. This is how the facility and Parole validates your employment/SSI and you are required to pay rent.
 - ii. If you do not turn in your check you will have a HOLD placed on your schedule until you do so or meet with Parole/Case Manager and the rent amount is paid in full.
 - iii. Pay Check- HOLDS- Weekly Audit- verification of your employment status by your Case Manager.

8. Unemployed Reentrants

- a. Life Skills as assigned by your Case Manager.
- b. Workforce Development programming as assigned by your Case Manager.
- c. If you do not attend you will get a Programming HOLD- See your Case Manager.
- d. After 30 days you will have a conference with Parole and possibly placed on the Enhanced Support Schedule (ESS Planner C).

9. Positive Urinalysis—Drug use and possession will not be tolerated

- a. Staff will check to see if it was due to a prescribed medication.
- b. All Positive Urinalysis will be reviewed by Parole Agent, Program Director, Program Manager, and Case Manager Supervisor for status in program.
- c. For reentrants that will be retained-
 - i. For illegal/non-prescribed Positive urinalysis a Positive UA HOLD will be imposed until the reentrant meets with PAROLE.
 - ii. Parole will issue a disposition that will be determined. Possible outcomes include but are not limited to treatment, cognitive restructuring, warning, and ESS-Planner C.
- d. For reentrants that may not be retained.
 - i. Preferred disposition will be to transfer to AOD and return on an ESS Planner.
 - ii. May be unsuccessfully discharged if totality of the circumstances warrants it.
- e. Reentrant Safety concerns for altered level of consciousness and suspected use.
 - i. Staff will ascertain if there is suspected medical concern and refer to the Emergency Room if appropriate. Reentrants may be held in if mind altering substances are suspected and there is a safety concern.

- ii. If the Altered Level of Consciousness (ALOC) cannot be determined to be related to a treatable medical issue and the Administration believes that the continued placement would jeopardize the reentrant's safety, the Program Director, Program Manager, or Case Manager Supervisor will request an unsuccessful discharge for a USOR #4 Violation.
- iii. If the person's condition requires medical attention:
 - 1. An ambulance will be called or the person will go to the Emergency Room for treatment.
 - 2. The reentrant must be medically cleared and provide complete documentation from the Medical Facility to be allowed back in residence.
 - 3. #4 USOR Violation will be issued for all reentrants that cannot be medically cleared through verification of medical paperwork and an expedited removal will be requested.

10. Loitering will not be tolerated

- a. Do not loiter in the community. Complaints will be dealt with appropriately.
 - i. Parole will be asked to look into the complaints in person and a sanction can be imposed
 - ii. Case Manager or Supervisor will address complaints in-house with the reentrants if names are provided and reported to Parole the location and information to be disposed of by Parole.
- b. Program Director/Program Manager/Case Manager Supervisor will follow up with if any complaints that continue post the disposition by Parole.

11. SO Offender-

- a. SO Treatment provider will reach out to Parole or Case Manager directly if a concern arises that requires immediate action.
- b. Case Management staff that received the concern will contact the Director and put the person on a Case Manager HOLD. The Agent will be notified by email (cc the Program Director, Program Manager, and Case Manager Supervisor).
- c. The Program Director/Program Manager/Case Manager Supervisor will contact Parole by phone if the concern is of a serious nature.
- d. The SO Agent will meet with the Offender and issue a disposition. HOLD will be lifted when complete. RESTRICTION will be imposed if Agent issues a sanction.

12. Enhanced Support Schedules- Planner (C) will be reserved for those individuals that require additional assistance to meet their reentry goals.

Reentrants on the Enhanced Support Schedule will receive additional reentry programming and transition to the appropriate schedule as they progress toward their reentry goals.

- a. Agent/Program Director/Program Manager/Case Manager Supervisor/Case Manager will discuss placement on ESS Planner C.
 - i. Outcome of Review Team will determine placement on the ESS Planner.
 - ii. ESS placement is not permanent and all reentrants will have the opportunity to move back to Planner A and B if they meet their goals.
- b. Monthly Meeting-Designated Wednesdays.
 - i. Participants
 1. Program Director/Designee
 2. Supervising Agent/Agent Designee
 3. Enhanced Support Counselor
 4. ESS Reentrants
 - ii. Meeting will focus on:
 1. The adjustment of reentrant
 2. Recommend additional programming
 3. Reward good behavior
 4. Move reentrants off of ESS Planner and back onto Planner A or B
- c. Group Assignment – Based on recommendations by Parole Agent and Case Manager- must participate in at least 2.
 - i. Life Skills: Employment
 - ii. Life Skills: Money Management
 - iii. Any additional Life Skills classes as deemed necessary
 - iv. Family and Relationship Group referral to Reentry Services
 - v. Mental Health
 - vi. Workforce Development referral
 - vii. Mentoring services referral
 - viii. Cognitive services referral
 - ix. Drug and Alcohol referral

13. Communication

- a. Information is key to success
- b. Reentrants have to play an active role in their success by actively seeking assistance from the Agent or Case Manager when an issue arises.
- c. Reentrants that receive direction/information from one agency are required to share the information with the other agency to ensure a

smooth transition. Mis-information will result in an infraction report and sanctioning in accordance with the Universal Set of Rules.

- d. Parole, DOC, and Renewal, Inc. will share information to ensure that reentrant's needs are met in a timely fashion. Information that goes out will receive a disposition from the receiving agency.

CENTER RULES/REGULATIONS

Rule Violations

Each of the following program violations will result in various sanctions:

- **Not wearing name tag where it is visible while in the facility**
- Not taking your medication as prescribed
- Bed not made
- Personal space not cleaned and organized as outlined in the section on personal responsibility
- Detail not completed on time and in a satisfactory manner
- Not carrying a copy of weekly schedule
- Not submitting weekly schedule by the designated time
- Being late for scheduled therapy, house meetings or other mandatory appointments
- Not completing or submitting required documentation such as Job search form and 12 step verification form
- Wearing sunglasses in the building
- Wearing hats or other head covering in the facility
- Other facility rules not listed
- Not giving proper notification before terminating employment
- Community service not completed
- Job search not done
- Manipulating/lying to staff
- Loitering
- Contraband
- Disrespecting staff
- Not following directions
- Homework/Assignment not done
- Mistreating Renewal Property
- Unauthorized elevator use.
- Dust on top of locker
- Sleeping at unauthorized time
- Wearing headphones in the cafeteria.
- Inappropriate behavior
- Removing food or drink of any kind from the cafeteria.
- Lending or borrowing money or personal items from other reentrants or staff.

Major rule violations of the program that may warrant total restriction, loss of privileges, or termination are as follows:

- Falsifying required documentation

- Not returning to the center at scheduled time
- Being at a location that was not approved by a Renewal staff member
- Any alcohol or non-prescribed drug use
- Acts of aggression or violence towards staff or other reentrants
- Vulgar or abusive language
- Fraternizing with the opposite sex
- Misuse or unauthorized use of Renewal property
- Refusing to submit to a breathalyzer or urine test
- Introduction of drugs and/or alcohol onto Renewal property
- Gambling
- Driving without authorization
- Failure to turn in any and all income
- Failure to obtain and maintain employment
- Only 2 reentrants are permitted in the bathrooms at the same time after lights out; restrictions will be place on reentrants that do not follow this rule.
- Aggressive/assaultive/violent behavior in the community.
- Failure to comply with a search or attempt to search.
- Possession of drugs, alcohol, synthetics, or related paraphernalia.

Program rewards and punishers

The rewards include:

- Verbal praise
- Positive write ups
- Graduations
- Award certificates (best bed, best locker, best room, reentrant of the month)
- Choice of details
- Recreational activities in the Recreation Room
- Extended family visits
- Extended sleep time
- Extended TV time (especially during football season)
- Utility leave time Planner A or B

The punishers include:

- Verbal warnings
- Loss of privileges and restrictions
- Increased treatment time
- Mandated groups/programming
- Written assignments and/or details
- Discharge from program
- Utility Planner C
- Center restriction

CELL PHONES / PED

As a State jurisdiction reentrant at Renewal, you will be allowed to possess a cell phone and other personal electronic devices during your placement. You must inform your case manager prior to possessing a cell phone and notify them of your intention of having one so the proper

paperwork (PED Agreement) can be completed. Below is a list of general guidelines for the possession and use of cell phones or other PED's while in the facility:

- All reentrants will be eligible to retain one cell phone for use inside the center unless specifically denied by PBPP Board Action/Conditions.
- Reentrants must complete the DOC Offender Cell Phone Agreement form. Reentrants must also submit the phone for review to the security staff upon entrance to the center.
- Reentrants are solely responsible for the cost of the device and bring it into the center at your own risk. The center and or DOC/PBPP is not liable for any lost, damaged, or stolen devices.
- Reentrants are not permitted to record any facility staff, facility activities, other reentrants. Doing so will result in immediate confiscation and unsuccessful discharge.
- The reentrant will be provided a copy of his/her cell phone agreement.
- Cell phones may be used in the bed rooms and common rooms. Cell phones may not be used in the cafeteria, recreation rooms, cafeteria, during count, during groups, during fire drills, staff offices, hallways, on the first floor, during center activities, medication line, during community service, or during log in/log out procedures.
- Voice calls may not be used after lights out until 0500. Text messaging/internet may be used at these hours if you are on your "cool down" period after work.
- Reentrants must keep their phone on silent/vibrate while in the center.
- Any unauthorized cell phones shall be confiscated and processed in accordance with contraband policy and procedure.
- You may not lend your cell phone to any other reentrants that are at Renewal from other jurisdictions (County and Federal reentrants). If an unauthorized reentrant is caught in possession of your phone, the phone will be confiscated and may not be returned to you.
- You are required to answer any calls made by the center or your agent to contact you. Failure to answer the phone when the center calls is grounds for confiscation of the cell phone.
- Any misuse of cell phones will result in temporary or permanent loss of cell phone privileges.
- Renewal cannot be used as a billing address for cell phones.
- You may only possess one cell phone number during your stay. If additional are needed, you must first obtain approval through your case manager.

FURLOUGHS

Renewal, Inc. reentrants can earn pass time or furloughs depending upon status within the program. Also, the jurisdiction that places a reentrant at Renewal, Inc. may impose conditions on the reentrant that affect the reentrant's eligibility for passes and furloughs. Reentrants who are unclear about their eligibility should speak to their case manager.

Furloughs are allowed only to pre-approved sites. The case manager must verify the telephone number and contact person for the pass site. Any furlough sites that cannot be verified are not acceptable and will not be approved. All furlough itineraries are subject to case manager/supervisor and Parole approval.

Furloughs will be granted for up to 2 days based on the success of previous furloughs and compliance with the rules and regulations pertaining to furloughs. Failure to follow these guidelines will result in a revocation of furlough privileges along with other possible sanctions.

EDUCATION

Education services at Renewal, Inc. are designed to strengthen individual's basic life skills with an emphasis on Adult Basic Education.

The following are rules for classroom attendance:

1. No food or drink permitted
2. No do-rags or hats
3. No smokeless tobacco
4. No shower shoes
5. No muscle shirts
6. No headphones or music

Employment Prep Courses

This is an important component at Renewal and an ongoing process. When people learn how to master the basic skills of life such as handling money and getting along with others, they are more likely to live productive lives. Some of these skills are very simple and others require considerable practice and discipline. Our Life Skills curriculum is designed to help reentrants become more independent and improve self-esteem; these skills include, but are not limited to: understanding finances; time management; decision making; schedule planning; resume writing; job search resources; interview skills; problem solving, etc.

Employment Assistance

Renewal has an established job search program with an above average placement rate for our population. The job search department has a working relationship with several employers in the region. Staff actively participates with organizations such as the Career Link and Three Rivers Workforce Investment Board. In our environment, the reentrant can:

- Actively engage in a job search campaign
- Avail themselves of numerous sources of the most current advertised job openings
- Utilize the networking experience, guidance and current market place knowledge of staff
- Receive job related information from the Internet
- Interview with a number of recruiters on and off site
- Reentrants are expected to be employed during their stay at Renewal

COMMUNITY SERVICE

Reentrants are required to complete a minimum of two (2) hours of community service per week. This is provided for non-profit organizations that are approved by Renewal. Check for dates, times, and locations that fit your schedule. You will be provided a verification form that must be filled out completely and returned to your case manager. Failure to complete community service and the proper documentation will result in a disciplinary hearing and/or sanctions. Those reentrants that are unable to work must perform community services as determined by the reentrant's condition and the case manager.

RECREATION AND LEISURE EDUCATION

Renewal Inc. offers a recreation facility as well as recreation and leisure activities. A full-time recreation therapist is available to help you develop a recreation plan that can include opportunities for individual or group activities, weight training, movies, art classes and cultural events. The Recreation schedule is posted outside of the Rec Room. You must have your I.D. to be admitted into the Recreation area. You must sign in/out while using the Recreation facilities. You must attend Rec orientation or see Recreation Supervisor to learn the rules before participating.

CASE MANAGEMENT EXPECTATION

Your case management at Renewal, Inc. is the most important element of the program. You are expected to attend your sessions when scheduled and be on time. In order to be recommended for release from the program you are expected to meet all the requirements of your Individual Renewal Plan. Success in the case management process depends on your cooperation.

IDENTIFICATION CARD

Renewal, Inc. is responsible for your whereabouts 24 hours a day. To manage this information accurately, the Center is equipped with a computerized reentrant management system. You will be given a color-coded photo identification card during your orientation. While in the facility, **the card is to be worn and clearly visible.** Without your identification, you will be denied access to recreation activities, to the kitchen for mealtimes, groups, etc. Reentrants must carry their ID with them while out of the facility. Not complying with the identification requirement will also result in disciplinary sanctions.

WEEKLY SCHEDULE

Each reentrant must complete a weekly utility planner schedule and submit it to their case manager no later than the designated time. Your case manager must approve the weekly schedule. This schedule should include job search, work schedule and all other planned appointments. **Changes must be kept to a minimum and will only be approved by your case manager. There are no extensions of work times or pass times unless approved by your Case Manager.** If you do not have changes on your schedule, you may submit one (1) schedule that will repeat weekly. If there are changes to your schedule which requires changes to your utility planner time, you must complete a new schedule to reflect these changes. Your case manager will provide you with a computer generated copy of your schedule.

Please refer to your Utility Planner Guidelines beginning on Page 12.

WAKE-UP & DESTINATION PROCEDURES

Curfew is no later than 9:00 pm unless a reentrant is working or at a medical emergency. Reentrants should not be out of the center for more than 16 hours at a time. Reentrants are required to be in the facility for a minimum of 8 hours per day. Violence Prevention reentrants have a 7pm curfew.

Wake-up time Monday through Friday is 6:30 AM and lights out is 11:30pm. If you work late and return to the Center after 11:30pm you are permitted 1 hour of wind down time followed by 8 hours of sleep. For example if you return to the Center at 12:30 AM you have until 1:30 AM to wind down. At 1:30 AM you will be expected to be in your bunk with lights out. You will then be eligible for 8 hours of sleep until 9:30 AM. The one hour of wind down time followed by 8 hours of sleep is only for reentrants who return to the Center after 11:30pm due to being at work. All other reentrants are to be in their bunks by 11:30 pm and out of their bunks by 6:30 AM.

Wake-up time on Saturday and Sunday is 10:00 AM. For reentrants who work Saturday and Sunday after 12:00 midnight the same wake-up procedure for weekday wake-up will apply. All other reentrants are to be out of their bunks at 10:00 AM.

Your case manager will enter your utility schedule into the computer. Only your case manager, case manager supervisor, Work Release Program Manager or Program Director can sign you out or approve you being signed out of the building. If you are out of the building for an approved activity and you are going to be late, you must call the center. **No travel of any kind is permitted with any other reentrant or reentrants unless reentrants are directly supervised and accompanied by an authorized Renewal Staff person or authorized agent.**

When entering and exiting the building you are expected to conduct yourself in an orderly manner. The front desk monitors are in charge of logging the entering and exiting of reentrants from the Center and their directions are to be followed at all times.

Reentrants are also not permitted in "Smoke Shops" or any store which sells or dispenses any mood altering substance (K2, Salvia, Spice, Genie, Zohai, Maya Blue, Ultra, Summit Blue, Blonde, Standard, Potpourri, Bombay Blue, etc.) Your presence any either place will result in disciplinary sanctions and/or discharge from the program.

JOB SEARCH GUIDELINES

Work Release reentrants must search for employment during any period of unemployment. Reentrants are required to obtain employment within 15 working days upon completion of the orientation classes/life skills. Job Search is Monday through Friday.

Reentrants must actively search for employment during any periods of unemployment while a reentrant at Renewal. Job searches are Monday through Friday. Job search schedules are to be limited to specific areas, i.e. Downtown Pittsburgh, Station Square, Oakland, etc. and are time limited. Refer to your utility planner to see how much time is allotted.

- Personal area must be clean and your details completed prior to leaving the facility.
- You are accountable for all times, so wear a watch. Not knowing the time or losing track of time is not an excuse for tardiness.
- Reentrants who abuse Job Search privileges will be subject to disciplinary sanctions.
- You must dress appropriately during job search. If you are not sure about appropriate dress, see your case manager. You are not permitted to wear prison issued clothing.

- You are not permitted on job search with another Renewal reentrant.

JOB PLACEMENT

The vocational aptitude and interest tests results from the PPP are used to identify job opportunities that fit your interests and skills. Renewal has full time Job Coordinators to assist you in searching for and getting a job. These services are available throughout your stay at the Center. It is important for you to work closely with your case manager to schedule these activities.

EMPLOYMENT

You are expected to be employed during your stay at the Center. Your case manager will provide you with an employment agreement that is to be signed by your employer. This signed agreement confirms that your employer understands your relationship with Renewal and agrees to any conditions set forth by the court and/or the Center regarding your employment. Once the agreement is signed, your case manager will contact your employer to discuss the details. You are required to submit your regular, signed paycheck along with a paystub to your case manager. **This money is deposited into a non-interest bearing checking account. Failure to turn in your signed paycheck may result in job loss or termination from the program.** You cannot work where you are paid in cash and a pay stub cannot verify pay. You are not allowed to work in family owned or family managed businesses. You may not work where family may be present. You need to give two weeks notice before you terminate employment. You are not allowed to use cell phones or pagers at your work place without the permission of your case manager. Renewal Inc. staff must still be able to contact you at your work site at all times. Furthermore, Renewal Inc. staff must be able to verify your work location at all times by speaking to a work site supervisor. 1099 employment is not permitted.

BUDGETS

From your income, you are responsible for paying the following percentages during your stay at Renewal, Inc. Note that this is subject to change.

State reentrants: 40%

20% room and board

10% court costs and fines

10% into a personal savings account (minimum)

These monies are deposited into a non-interest bearing checking account

Income from any source (*salary, wages, public assistance, pension, disability, unemployment compensation, institutional checks, workers compensation, insurance reimbursements, etc.*) **is turned into your case manager/counselor as often as you receive payment. Reentrants are not permitted to cash checks from any income source.** Along with your income you are to turn in a Reentrant Expense Request Sheet that lists all legitimate personal expenditures that you plan to cover with the income you are

turning into your case manager as well as rent, court costs and savings. Legitimate expenses include meals, travel expenses, necessary clothing (clothing that is in compliance with the clothing allotment outlined in the Reentrant Guidebook), incidentals, support of reentrant's dependents and other obligations acknowledged by the reentrant and approved by the Case Manager Supervisor or his/her designee. All personal expenditures are to be verified by receipt or money order. Any request for expenses or expenditures not verified by receipt or a financial statement is a program violation and will impact future expense requests. Your case manager will review your request for personal expenditures and help you plan your spending in a manner that is responsible and helps to best prepare you for reintegration into society. YOUR CASE MANAGER MUST APPROVE ALL PERSONAL EXPENDITURES. Budgets are to be done no later than Tuesday of each week. On Wednesday, Renewal, Inc. will issue a check to you. This check will reflect an amount adjusted for your deductions. You will receive a budget receipt that lists current and the year-to-date amounts. Your case manager will review this with you on a regular basis.

You are not allowed to have more than \$100.00 spending money per week in cash in your possession. Reentrants who get paid weekly may request \$50.00 spending money per pay period. Reentrants who get paid bi-weekly may request \$100.00 spending money per pay period. Any income over \$100.00 will be placed into your savings account.

Reentrant's who have \$100 or more in their possession are to also have a copy of their weekly budget, which must clearly identify the reasoning for having monies in excess in their possession. If a reentrant has money (in any form) dropped off at the center for them, the person dropping off the money will be issued a receipt. It is the responsibility of the individual dropping off the money to ask for a receipt. The limit to cash drop offs for reentrants is \$25.00. Any cash in excess of \$50.00 that is dropped off will be placed in the reentrant's Renewal account. Only when it has been pre-approved by a reentrant's case manager can a reentrant receive a cash drop off in excess of \$50.00. The money will be secured and distributed to the reentrant by the Case Manager Supervisor or designee. Money from outside sources (other than income) will be allocated to reentrants in a manner that is consistent with maintaining responsible reentrant budgeting.

When you are officially released from the Work Release portion of your stay, your personal savings account will be closed out and a check for that amount will be mailed to you **within fifteen (15) working days.** A deduction will be made from your final savings refund to cover the cost of mailing the check to you by certified mail. If you have the Renewal debit card, the funds will be loaded onto your card in lieu of having a check mailed to you.

Any unpaid medication copays by the reentrant will be deducted from your Renewal account prior to you receiving your closeout check.

CENTER DETAILS

Your living space is your responsibility. Your bed is to be neatly made **daily**. Your bed linens and towels are to be laundered **weekly**. Your clothing is to be kept clean and stored in your closet along with other personal belongings. No personal items are to be stored under the bed. No clothing is to be hung on the beds. Lockers may not have obstruction blocking the view to the inside of the locker. You will also assist in the daily cleaning of your room and floor and work in the Renewal kitchen and cafeteria on a scheduled basis. Your case manager and the community corrections monitor staff will oversee these assignments, but you are responsible for meeting these obligations. **If you are not working, on job search, or in classes, you are subject to be called upon to perform center details.**

EXPECTATION FOR PERSONAL SPACE

Beds are to be made using a hospital fold. (If you don't know how to make a bed using a hospital fold, ask a staff member for help.) Nothing should be kept on top of the bed except for the pillow. You will be assigned a locker. Do not use any empty locker. All clothes need to be neatly stored in your locker. Socks and underwear are to be folded and stored neatly on your top shelf, personal items are to be on your second shelf, all clothes are to be hung on hangers and hooks and all papers and books should be stored on the bottom shelf of your locker. The bedside table or shelf is to be free of clutter; you are not allowed to have anything on your shelf except two (2) family photos, religious/recovery material, a clock radio and writing material. The floor of the room is to be swept, mopped or vacuumed daily. All furniture, including the locker, is to be dusted daily. Shoes are to be stored neatly at the edge of your bed. Nothing should be placed under the bed. No plastic bags in the locker

You will be assigned the following items during your stay at Renewal, Inc. These items assigned to you during your stay at Renewal Inc. are the property of Renewal Inc. These items are expected to be returned in the condition that they were issued other than for what normal wear and tear would do to them.

The following are the costs for damaged and unreturned items:

Flat Sheet	\$12.00
Fitted Sheet	\$11.00
Blanket	\$15.00
Pillow	\$11.00
Pillow Case	\$6.00
I.D. Badge	\$10.00
Mattress	\$75.00
Bed	\$190.00
Locker	\$150.00

EXPECTATION FOR FLOOR

Hallways are to be swept and mopped daily. Areas behind the vending machines are to be swept and mopped daily. Tops of vending machines are to be free of clutter and cleaned daily.

Bath and Shower areas - Floors are to be mopped and cleaned of excess water. All soap and shampoo is to be removed. Toilets, sinks and mirrors are to be cleaned daily. Showers and toilet stalls are to be wiped down daily and all bathroom surfaces scrubbed as necessary.

Lounge Area – All furniture is to be wiped down daily. Floors are to be entirely swept and mopped every day. Newspapers are to be discarded daily.

Laundry area – Is to be mopped and swept daily. Laundry machines, sinks, and counters are to be wiped down daily. Area behind the laundry machines is to be free of lint and dust at all times. Tops of vending machines are to be free of clutter and cleaned daily.

Trashcans – Are to be emptied every day.

Walls - Are to be spot cleaned of marks daily.

Vandalism – Vandalism of any type will not be tolerated. When vandalism occurs, an effort is made to allow the individual(s) responsible to step forward and make restitution. If the individual(s) responsible do not step forward, sanctions and/or restitution may be shared by other reentrants or all of the reentrants on the floor who have had access to the damaged property. This is done at the determination of the Work Release Program Manager, Program Director, and/or the Vice President of Program Management.

MEAL AND FOOD PREPARATION

All meals are provided by the facility. No food items are permitted to leave the kitchen or cafeteria area. Snack items are allowed in the common area on your floor only.

There is no food or drink allowed in the sleeping rooms

The Center is equipped with a full service cafeteria and kitchen. Three hot meals are served daily. The hours of meal service are posted for your convenience. If you are scheduled to be out of the center during a meal, a bag lunch is available. If you return to the center after the evening meal, a late plate will be available. In each case, it is your responsibility to inform your case manager to sign you up for the special meal services. Your case manager will verify your requests.

In order to assure adequate measures of food are provided for all reentrants kitchen workers are directed to serve portions. Reentrants who take more than a fair share of food can be subject to disciplinary sanctions. No food or drink is permitted to leave the cafeteria.

If you require a special diet for medical, dental or religious reasons, inform your Case Manager. Medical and dental diets will require verification. Headphones are not permitted in the cafeteria.

MEDICATION

You are not permitted to store medications (this includes over-the-counter, prescription, vitamins or supplements) in your locker without prior authorization. You will be permitted to store non-narcotic prescription medication at the monitor station for use during your stay. Your need for the medication must be verified by your physician. The medication is stored in the locked medication cabinet at the monitor's station. The exception is made for nitro pills. Those requiring nitro pills may retain the pills on their person or in their locker. You will be responsible for going to the monitor's station at the appointed time, requesting the medication from a monitor, signing the medication sheet and taking the prescribed dosage. For individuals on insulin, all unused needle paraphernalia shall be stored and the used materials shall be placed into the medical waste container.

Narcotic medications of any kind are not permitted in the facility. They are considered contraband and will be confiscated. Reentrants must report and hand in ALL prescribed medication to designated facility staff. Prescription medication will not be maintained (either in or outside the facility) by a reentrant without prior staff authorization.

Any unpaid medication co pays by the reentrant will be deducted from your Renewal account prior to you receiving your closeout check.

URINALYSIS

On a random selection basis, you are required to produce a urine sample for analysis. This will be collected in the first floor lab bathroom under supervision of a community corrections monitor. You will void into an appropriate specimen cup. Your name is placed on the cup, which you initial along with the monitor who does the collection. A safety seal with your name secures the top of the cup. After you and the monitor initial the seal, the specimen cup is placed in the locked urine refrigerator. You then sign the urine logbook that lists your name, the date and time of the collection. The monitor initials the entry. If you are unable to void at the time your name is called, you must wait in the specified area until you can comply. You have a 2-hour time limit. After 2 hours, it will be considered a refusal to produce a urine sample. A refusal to produce a urine sample will result in a sanction. You will still be required to produce urine even if you cannot during this two hour period.

CLOTHING

Reentrants must dress appropriately at all times. Reentrants must be fully clothed and dressed appropriately outside the sleeping areas. To and from showers, a bathrobe must be worn. In lieu of a bathrobe, a shirt with sleeves and a pair of pants/full length sleepwear is permitted. Shorts are not to be worn at any time. Reentrants are not permitted to wear clothing that displays alcohol drug, gang or sexual related sayings, labels or pictures. Reentrants are not permitted to change clothes in their bedrooms. Clothes may be changed in authorized changing areas that are designated on the floor. These approved areas are within the bathroom areas.

The amount of clothing and personal belongings that you may have during your stay at Renewal is restricted to those items on the clothing list. A copy of this list is included. **There are no exceptions to this list.** Please read it carefully. Renewal **does not** inventory your belongings and is not responsible for any items lost, stolen, damaged or abandoned. Clothing

left at the Renewal Center will be stored seven (7) days. After that time, the belongings will be donated to a charitable organization.

No clothing items in excess of those identified in the clothing list are permitted. Reentrants may replace clothing only with the written permission of their case manager. Staff will confiscate any clothing items in excess of the limits stipulated in the handbook and demerits will be issued. More than one violation of the clothing list limits will result in additional sanctions.

Clothes and personal belongings in excess of the allocation are considered contraband and are subject to confiscation.

NO CAMERAS ARE ALLOWED IN THE CENTER

DRESS CODE

The dress code at the Renewal Center is as follows:

- Appropriate casual dress is required.
- Reentrants are not permitted to wear tight fitting and/or revealing clothing like spandex clothing, belly shirts, halter tops, etc.
- No hats or head coverings of any kind are to be worn in the center at anytime.
- No shorts, slippers or tank tops are to be worn in the cafeteria/dining room, counseling or classrooms at any time.
- Shirts and shoes/sandals must be worn at all times inside the building.
- No slippers, sandals or shower shoes are to be worn in the recreation area or at any in house AA or NA meeting. Tank tops are not to be worn at any in house AA or NA meeting.
- Reentrants are not permitted to wear any clothing that is inappropriate, offensive, distasteful or suggestive of street gang attire. Staff reserves the authority to tell you to change if your clothing is deemed inappropriate. Reentrants must be fully clothed and dressed appropriately outside the sleeping areas. To and from showers, a bathrobe must be worn.
- Reentrants shall wear appropriate clothing to sleep. No one shall sleep in the nude or in street clothing.
- No exposed face or skin piercings permitted with the exception of pierced ears.
- No tongue piercings.

LOCKERS AND COMBINATIONS

You will be issued a combination that secures your individual room locker. The combination will be issued to you upon your entrance into the residence. This combination is your responsibility. A fee of \$5.00 will be charged for any damage to the security lock. The security staff and your case manager can inspect your locker at any time during your stay. The purpose will be to check for contraband and for clothing compliance. **It is your responsibility to ensure that your locker is secured at all times. Do not give your locker combination out to any other reentrants.** Renewal Inc. is not responsible for any items that are stolen or removed from any lockers that are not locked. You are responsible for any and all personal items that you store outside of your secured locker.

VISITATION

Visiting is permitted for one (1) hour on Saturday and Sunday. Times are scheduled according to jurisdictions. The visitation schedule is as follows:

Building 339:

Sunday – 9:30 to 10:30 am

Building 704:

2nd Floor: Saturday 6pm-7pm

Sunday 12 to 1 pm

3rd Floor: Sunday 9 to 10 am

5th Floor: Sunday 1030am-1130 am

Visitation requests are to be submitted to your case manager along with your weekly schedule. Visitation requests that do not allow ample time for review and verification will not be approved. Visits are subject to proper planning and review. Once the visit request is approved, your case manager will inform you.

GUIDELINES FOR REENTRANT VISITATION

- No more than 3 visitors per visit, including children. Children and youth under 18 must be accompanied by an adult.
- All visitors must have photo identification.
- Visitors cannot be on any type of probation or parole.
- Visitors at 704 **can not** use the jail lockers to store their belongings.
- Visitors are subject to search.
- If they have resided at Renewal in the past, they must have been released at least 1 year prior to their visit and can not still be on probation or parole.
- Visitors are to go directly to the designated visitation area indicated by the staff on duty. Visitors are to leave the visitation area and directly exit the building as indicated by the staff on duty at the close of the visitation. Visitors arriving after visitors have been escorted to the visitation area might not be granted permission into the Center.
- Visitors are restricted to the designated visiting area.
- Any inappropriate sexual contact (i.e. fondling, groping, etc.) is not allowed.
- Visitation is a privilege. Visitors and reentrants are expected to conduct themselves in an appropriate manner at all times during visitation. Behavior that could be deemed offensive interferes with other reentrants' visitation and/or Renewal staff or business will not be tolerated.
- Violation of these guidelines will result in a revocation of visitation privileges and possible disciplinary sanctions for the reentrant.

MAIL

US Mail is delivered to the center every day except Sundays and holidays. Any mail that you receive will be given to you by your case manager. Renewal reserves the right to inspect any incoming or outgoing mail that may pose a threat to security or be suspicious for contraband. You are not authorized to give out Renewal, Inc.'s corporate address for any purpose whatsoever. This includes clerk of courts, insurance, bank, magazine subscriptions, attorneys, judges and any other personal, professional or legal contact. All mail addressed to

you at Renewal, Inc.'s corporate address will be returned to sender. Reentrants are not permitted to receive personal checks through the mail. **NO EXCEPTIONS WILL BE MADE.**

Reentrants who cannot afford postage, envelopes and other mail supplies may be eligible to receive these items at no cost. Please see your Case Manager for details.

For the duration of your stay at Renewal, Inc., your mailing address is:

Building 339 (Renewal #1) (Reentrants Name) 339 Blvd. of the Allies Pittsburgh, PA 15222	Building 704 (Renewal #2) (Reentrant Name) 704 2nd Ave. Pittsburgh, Pa 15219
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DISCIPLINARY HEARING POLICY/PROCEDURE

- 1) When an incident occurs an informal resolution is attempted through the imposition of approved minor sanctions (i.e. incident reports).
- 2) When an incident requires an infraction report, a copy of the incident report goes to the case manager, the case manager supervisor, the Work Release Program Manager and the Vice-President of Program Management. The staff person who witnessed the incident or arrived first on the scene will write the incident report. The report should include the names of all who were present. The case manager will meet with the reentrant that has been reported, inform the reentrant of the infraction report if the reentrant has not previously been notified and discuss the incident.
- 3) If it is determined that a hearing with the case manager and case management supervisor is in order, the reentrant will be notified and a disciplinary hearing will be conducted within 10 working days. Reentrants may waive notice in order to conduct the hearing immediately.
- 4) During the disciplinary hearing, the Case Management Supervisor or his/her designee will read a copy of the infraction report to the reentrant. The reentrant will be given the opportunity to respond to the report and speak on his/her own behalf. The reentrant has the right to present witnesses from the Center on his/her behalf and to choose a staff representative, if he/she desires to do so.
- 5) After the hearing the Case Management Supervisor or designee will:
 - Make and announce a decision.
 - Make and announce recommended sanctions.
 - Advise reentrant of appeal rights.
- 6) The reentrant has the right to appeal any decisions through the grievance procedures identified in the reentrant guidebook.

If the work release case manager supervisor is unavailable, the Work Release Program Manager or designee will stand in.

GRIEVANCE PROCEDURE

During your stay, reentrants have the opportunity to initiate grievance procedures on any condition or action within the program without being subject to any adverse action. The grievance procedure is explained below.

The grievance process shall have three (3) levels as specified below:

First Level

A reentrant submits a complaint, verbally or in writing, to his/her case manager. The case manager shall attempt resolution of the problem. If the problem cannot be resolved, the reentrant shall submit a formal written grievance to the case manager. The reentrant shall receive any assistance necessary in filling out the grievance form. The grievance will be transmitted to the Immediate Supervisor.

Second Level

Within five (5) working days, a Supervisor or his/her designee shall review the grievance, conduct an investigation of the matter and set up an appointment with the reentrant filing the grievance. This meeting shall be held within five (5) days after the grievance is received. A representative for the reentrant filing the grievance and another staff member shall attend a grievance review meeting. Resolution shall be attempted at this meeting.

Third Level

The Program Manager of the Work Release program shall receive the grievance and all comments. A mutually agreeable solution, if possible, shall be sought. A written decision shall be presented to the reentrant within two (2) working days after the meeting.

ESCAPES

Renewal, Inc. is a minimum-security work release facility. The premises are electronically monitored with 24-hour cameras and alarms. The security staff, which are on duty 24 hours, do not carry firearms or weapons of any kind. If you choose to leave Renewal, Inc. without prior approval, your absence will be reported to the authorities immediately.

You will be considered an escapee or absconder once you exit the first set of doors on the first floor of either building without prior approval.

RELEASE FROM RENEWAL

Renewal is informed of your release on the day of your release. The community corrections monitor staff collects all bed linens, ID card, pillow and blanket. You will be charged for any items not returned. Please be sure to take all medications with you when released.

EXIT INTERVIEW AND FOLLOW-UP QUESTIONNAIRES

Before you are released from the Renewal Center, you will complete an exit interview for your case manager. Your honest answers will help us evaluate the effectiveness of the program and how the staff was able to assist you.

At three, six and twelve month intervals, you will receive a follow-up questionnaire from Renewal. The purpose is to evaluate your progress and continued success. Please give your case manager an accurate forwarding address so that mail can be forwarded. If you change your address, please notify your case manager with the new information.

SATISFACTION SURVEYS

On a monthly basis, you may be asked to complete a satisfaction survey for your case manager. Your honest and confidential answers will help us evaluate the effectiveness of the program and how the staff were able to assist you.

PREA (PRISON RAPE ELIMINATION ACT)

PREA (Prison Rape Elimination Act) is committed to providing a safe environment for all persons residing in any correctional facility. You can report sexual misconduct or sexual assault anonymously in writing to:

BCI/PREA Reporting
1800 Elmerton Avenue
Harrisburg PA 17110