



YOUR GUIDE

TO

RENEWAL REENTRANT SERVICES
County Guidebook
June 2016

RENEWAL, INC.
339 Blvd. of the Allies
Pittsburgh, PA 15222

RENEWAL, INC.
704 Second Avenue
Pittsburgh, PA 15219

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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, 704 Second Avenue, and 700Fifth 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.

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.

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, cigarettes, lighters, or matches are 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. If you do get permission to sleep prior to 4:00PM you must display your sleep pass with your bed tag.
- 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. Shorts are not to be worn in the cafeteria.
- County Reentrants, under any circumstances, may not call the Courts or the Jail to speak with officials or staff. If any reentrant has questions or issues about their stay, they MUST use **Renewal's** chain of command, beginning with their case manager.
- 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.)
- 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

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.

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.

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.

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.

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:

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
1 MP3 Player (Cannot value over \$50) AND HEADPHONES
1 ALARM CLOCK w/out a radio
2 PICTURES

1 SET 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 DEODARANT
1 NON ALCOHOL HAND/BODY LOTION
1 OPEN BAR SOAP/ 6 SOAPS MAXIMUM BOXED/ 2 BOTTLES OF BODY SOAP
1 CONTAINER OF SHAVING CREAM/GEL
ELECTRIC or DISPOSAL RAZORS
1 UMBRELLA (umbrella con not have a pointed or metal tip)

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

BAG WITHOUT ZIPPERS OR POCKETS
HOUSE KEYS-
CAR KEYS WITH PERMISSION FROM CENTER DIRECTOR
\$100 CASH ON YOUR PERSON

All use/possession of cell phones by offenders is strictly prohibited without written permission from the Center Director in limited circumstances. 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.

NOTE

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

Any items deemed a threat to the security of the facility such as firearms, ammunition, other lethal weapons, tools or any item that has been altered to resemble a weapon or could be used as weapon is strictly prohibited.

As with all designated contraband, items will be confiscated and destroyed. Contraband items will not be returned to you. A reentrant found in possession of any of these items will be subject to disciplinary action.

Debit and credit cards are considered to be contraband and will be destroyed.

Renewal does not reimburse reentrants for items that are lost or stolen. Do not bring into the center any belongings that are of high monetary value.

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, prescription drug and or any Mood Altering Substance (K2, Salvia, Spice, Genie, Zohai, Maya Blue, Ultra, Summit Blue, Blonde, Standard, Potpourri, Bobay Blue, etc.) 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 Program Manager 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 OR JITNEYS

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 or 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 such standards, 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. 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.

Once charged with a major program violation you will be required to attend a disciplinary hearing with the adjustment team within 10 working days of the violation.

INTAKE/ORIENTATION

When you arrive at the center, you will be restricted to the facility for a black-out period. This period is to help you get acclimated to the center without outside distractions. 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. You will not begin the Phase system until you have completed your orientation.

- **County reentrants that are designated for Drug & Alcohol Outpatient services will be required to have a restricted 14-day blackout period.**
- **All other reentrants will be required to have a restricted 7-day black-out period.**

339 Drop Off Times

**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 Drop of Times

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

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

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 *at least one* cognitive counseling group per week.

The expectation is that individuals will arrive on time for group, and be prepared for active class participation. Classes are announced 15 minutes prior to the scheduled group time. This is sufficient notice to be on time. Lateness disrupts the group's progress and is cause for a demerit or loss of points.

There are several choices offered in the cognitive program. We offer the Commitment to Change video series. To earn certificates in any or all 3 parts of the series requires video previews, supplemental readings, written work and group discussion. It is possible to earn 4 certificates for completion of 33 cognitive lessons in 12-15 groups if you make the effort. For those individuals who are simply meeting program requirements, you may attend 22 cognitive groups and receive an attendance-only certificate.

We also offer a 9 lesson Anger Management Program. To earn this certificate, completion of video lessons and worksheets is required. An attendance only certificate is not offered for this program.

Alcohol and Other Drug Education may be determined to be a requirement of the Individual Renewal Plan.

If you miss a group for which you are scheduled, a demerit of 10 points 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 classes do not conflict with work details. Missing a detail for group is a program violation.

Class size is limited to 15. There are individuals who attend voluntarily and can make prior arrangements or simply check to see if the class is full at class time.

Here at Renewal, we use an Incident 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.

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

Congratulations and welcome to Renewal Treatment Inc. (RTI) Out-patient treatment services. We 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.**
- ✓ 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 from will result in a reduction in program points.

Thinking Report

A Thinking Report gives a brief objective description of the situation, a list of thoughts and feelings you had in that in the situation and the attitudes or beliefs behind your thoughts and feelings.

Remember, we are our own authority on how we think, feel and act.

Describe the situation, without excuses, blame, argument or story-telling

Thoughts:

Feelings:

Attitudes and Beliefs:

How do you see your role in what happened?

Did you act with thought or react on impulse?

What can you do differently to get a different outcome

PHASE SYSTEM

Orientation Phase is a full 7 days. After a week (7days) orientation, you will begin the Renewal, Inc Phase System. You will be automatically awarded 100 points. To take advantage of the rewards and privileges that each phase has to offer you must maintain the minimum of eighty (80) points for each phase. There is a minimum of four (4) weeks in each phase. You must maintain 80 or more points for two (2) consecutive weeks to move to the next phases. If you fall below 80 points you must remain in that phase for a minimum of 5 weeks. If you have 3 or more weeks below 80 points, you will go back a phase level (can not go back to the orientation phase).

Your points will not be automatically given back at the end of the week. You will need to earn points which were lost by such things as completing extra details, completing a Thinking Report, completing the imposed sanction, attending groups pertaining to violations, assisting other reentrants and etc.

Criteria for Graduation through the Phase System

For your designated phase, the following required number of points must be maintained in order to move to the next phase:

Phase I (minimum of 4 weeks)	80 points
Phase II (minimum of 4 weeks)	85 points
Phase III (minimum of 4 weeks)	90 points

Phase I Requirements (begins after the first week)

- Complete at least 2 hours of community service per week.
- Actively participate in job search as required.
- Maintain personal space according to the required standard.
- Attend all cognitive classes.
- Attend counseling sessions.
- Must attend weekly house meetings unless working.
- Must complete the recreation orientation/ leisure education class.
- Comply with all aspects of your Individual Renewal Plan.
- Must complete all required education and life skills classes in order to move to the next phase.
- Must have 4 consecutive successful weeks in Phase I to be promoted to Phase II.
- Curfew 8:00 pm.

Phase II Requirements

- Complete at least 2 hours of community service per week.
- Actively participate in job search as required.
- Comply with all aspects of your Individual Renewal Plan.
- Must attend weekly house meetings unless working, as required.
- Must maintain full-time employment or be in active job search status.
- Curfew 9:00 pm.

Phase III Requirements

- Complete at least 4 hours of community service per week.
- Attend all counseling sessions.
- Complete details as assigned.
- Maintain personal space.

- Work at least 35 hours per week.
- Comply with all aspects of your Individual Renewal Plan.
- Must attend weekly house meetings, unless working, as required.
- Curfew 10:00 pm.

Program Point System

Each of the following program violations will result in various point deductions from your total number of points:

- Not wearing name tag around your neck and visible to staff.
- 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
- 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
- Possession of contraband
- 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
- Controversy
- 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 who do not follow this rule.

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)
- Attend outside AA/NA meetings
- Choice of details
- Recreational activities in the Recreation Room
- Advancement in levels
- Increased phone time
- Extended family visits
- Extended sleep time
- Extended TV time (especially during football season)

The punishers include:

- Verbal warnings
- Loss of privileges and restrictions
- Increased treatment time
- Loss of points or level
- Written assignments and/or details
- Discharge from program

EDUCATION

The following are rules for classroom attendance, staff offices, cafeteria, common area and recreation room:

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

Employment Prep Classes

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. You are required to return to the Center immediately upon completion of your community service. Those reentrants, who 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 Rec schedule is posted outside of the Rec Room. Your schedule is your sign in sheet. Bring it to Rec and have it signed immediately upon your arrival. 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 demerits and loss of points and privileges. Repeat violations may result in other sanctions.

WEEKLY SCHEDULE

Each reentrant must complete a weekly 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, pass site and all other planned appointments. You must submit the location name, address, phone number and travel arrangements to your case manager. You are required to provide documentation to your case manager verifying that you attended appointments and job searches. **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. You cannot leave the center unless the location has been pre-approved and entered into the computer by your case manager. Your case manager will provide you with a computer generated copy of your schedule. County reentrants are not permitted outside of the facility without a court order from their judge with the exception of approved educational programming, employment, medical care or psychological treatment. County reentrants may be required to return to the Allegheny County Jail in order to receive medical or psychological care. NO PASSES PERMITTED.**

You must carry an approved, written hard copy of your schedule with you at all times. Any changes, which must also be approved, must be written and carried along with your schedule.

WAKE-UP & DESTINATION PROCEDURES

Unless a reentrant is working or at a medical appointment, the reentrant must return to the facility before 10:00 p.m. Reentrants should not be out of the center for more than 11 hours at a time without supervisor's approval.

Wake-up time Monday through Friday is 6:30 AM. If you work late and return to the Center after 12:00 midnight 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 12:00 AM due to being at work. You must display your sleep pass with your bed tag so staff know that you have permission to sleep. All other reentrants are to be out of their bunks at 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 daily and weekly schedule into the computer. Only your case manager, case manager supervisor or the Work Release Program Co-Director can sign you out or approve you being signed out of the building. You may leave the building for an approved site with a telephone number where you can be contacted at all times. If you are out of the building for an approved activity and you are going to be late, you must call the center. **Regardless of what time you are signed out of the Center until, you are required to return to the Center as soon as your business is done.** This includes loitering in front of the Center. You are not permitted to go to any locations that have not been pre-approved by your case manager. **Any deviation, no matter how minor it may seem, (i.e. stopping to get a cup of coffee, etc.) is considered being at an unauthorized location and subject to disciplinary sanctions. You are not allowed to meet with family members, friends or other reentrants when going from destination to destination. 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. Not being at an assigned location for an hour will result in you being charge with escape. Do not deviate from your daily schedule!**

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.

During your residency you are not permitted in Market Square for any reason. 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, Bobay Blue, etc.). Your presence any either place will result in disciplinary sanctions and/or discharge from the program.

STANDING HEAD COUNT

Ten head counts are conducted daily. Most head counts are standing head counts. Count will be called at least five minutes in advance at which time reentrants are to end all other activities and return to their assigned rooms. You must stand at your bed with your ID card out and visible. All movement throughout the facility is restricted until headcount has been completed. Reentrants will not be logged out of the facility during this time. If you are in session with your case manager during head count, you must remain there until count has concluded. Your case manager will notify security of your whereabouts. Once head count has been completed, you are permitted to return to your normal activities. Reentrants are not permitted to use the phone during head count. Any violation to the head count procedures will result in disciplinary actions.

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. 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 mornings from 8 AM to 12 Noon and afternoons from 1 PM to 5 PM. Job Search Schedules are to be limited to specific areas, i.e. Downtown Pittsburgh, Station Square, Oakland, etc. and are time limited.

Reentrants must provide their case managers with a daily job search itinerary with first and last names, addresses and telephone numbers of specific employers. Reentrants must turn in their job search form everyday after returning from job search. The form must be complete including: arrival time, contact person & telephone number, time spent, type of work, transportation to next site and results of search. Failure to submit complete verifications is a program violation and subject to sanctions.

- Each reentrant must fill out the appropriate columns of the job search form. All entries must be legible.
- The potential employer that you speak with concerning the possible job should sign as the contact person/telephone number section of the job search form. If he or she is unwilling to sign the form, then mark "refusal to sign" in the column and include the business telephone number in the column.
- Any unreasonable time gaps may result in disciplinary action.
- You must sign out of the center at 8:30 AM to begin job searching. Each reentrant must clean his or her personal and common living area prior to leaving the center.
- You are required to return to the center immediately after the last job contact.
- You are accountable for all times, so wear a watch. Not knowing the time or losing track of time is not an excuse for time gaps.
- Any time spent at a site exceeding 30 minutes will require an explanation, unless an interview is taking place.
- If a site is not hiring, you are not permitted to stay more than 10 minutes.
- Reentrants who abuse Job Search privileges will be subject to disciplinary sanctions.

- You are not permitted to meet family, friends, or other reentrants during your job search.
- 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 to stop or visit any other locations other than those listed on your job search form. Job search forms must be submitted 48 hours in advance.
- You are not permitted on job search with another Renewal reentrant.
- Job search approval is based on actively hiring employers.

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 a 2 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 your 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 are not permitted to work at locations that require you to file tax form 1099. 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. You are not permitted to work more than 48 hours per week without the approval of the Work Release Program Manager. Renewal Inc. staff must be able to contact you at your work site at all times. You are not permitted to leave your work site without permission from your case manager. Furthermore, Renewal Inc. staff must be able to verify your work location at all times by speaking to a work site supervisor. Off Site Monitors will come to your place of employment and verify that you are employed there and present during your approved work schedule.

You are expected to obtain employment within 15 days following completion of your orientation.

GPS TRACKING UNIT

Renewal can require reentrants to wear a GPS tracking unit. If you are selected to wear a GPS unit, you are responsible for charging your unit and notifying staff immediately if you get alerts from the unit. Reentrants are responsible to

pay for loss or damages to the GPS Unit. Refusal to wear the unit can result in program revocation.

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.

County reentrants: 40%

- 20% for room and board
- 10% court costs and fines
- 10% into personal savings account

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

~~Unemployment compensation, (salaries/wages, public assistance, pension, disability reimbursement, etc.)~~ **Income from any source (salaries/wages, public assistance, pension, disability reimbursement, 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 Work Release Supervisor or his/her designee. All personal expenditures are to be verified by receipt or money order. Any requests for expenses or expenditures not verified by receipt or a financial statement are 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 \$50.00. 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 Vice President of Program Management or his/her designee. Money from outside sources (other than income) will be allocated to reentrants in a manner that is consistent with maintaining responsible reentrant budgeting.

For those who will transfer into the work release program:

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.

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 beds. No clothing is to be hung on the beds. 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 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 bed, 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 desk except two (2) family photos, religious/recovery material, a clock radio and writing material. You are not permitted to keep any items under your mattress. The floor of the cubicle 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 plastics 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
Towel	\$7.00
Wash Cloth	\$4.00
I.D. Badge	\$10.00
Mattress	\$75.00
Bed	\$190.00
Locker	\$150.00
Lock	\$5.00

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, 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 who have had access to the damaged property. This is done at the determination of the Work Release Program Manager 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 area. Snack items are allowed in the common area on your floor only.

There is no food or drinks 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 the kitchen staff by signing 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.

MEDICATION

You are not permitted to store medications (this includes over-the-counter, prescription, vitamins or supplements) in your locker or on your person. Nitroglycerin and inhalers are the only exception. Medications are stored only in the medication rooms. You will be permitted to store non-narcotic prescriptions in the medication rooms for use during your stay. Your need for the medication must be verified by your physician. There are designated times that you can come and receive your medications. These times MUST be adhered to. This includes over the counter medications. If you are prescribed to take the medication at a time when medications are not being distributed, then the prescription will be followed. 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.

All medications, controlled substances, psychotropic medications, and any other prescribed medications with syringes and needles shall be turned over to staff when the reentrant arrives at the facility, along with all instructions regarding the use of the medication. All medications that require refrigeration shall be maintained in a locked refrigerator. Medications not requiring refrigeration will be stored in a locked cabinet or secured medication area. All narcotic medication shall be maintained in the locked narcotic drawer and made available to the reentrant at the prescribed time. All narcotic medications must be approved by a program Director or Co-Director. A prescription medication log shall be maintained in a locked cabinet and shall indicate the:

1. Name, strength, and dosage of prescribed medication.
2. Name and DOC number of reentrant.
3. Time and date the reentrant was give the prescribed medication.
4. Amount of the prescribed medications being given to the reentrant.
5. The amount of the prescribed medications remaining.
6. Confirmation that the reentrant was observed taking the medication.

Appropriate medications records are maintained of all medications that are secured at the facility. The medication records are property of Renewal Inc. At no time will the reentrant be given any medication records without authorization by the CEO or Vice President of Renewal.

All reentrants are required to take their medications as prescribed. Failure to take medications as prescribed can lead to program termination. It is the responsibility of the reentrant to notify their case manager when they get low on their medications so they can obtain a refill.

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 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 remain on the first floor and cannot leave that floor. 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

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. Shorts are not to be worn at any time in the cafeteria. Reentrants are not permitted to wear clothing that displays alcohol drug, gang or sexual related sayings, labels or pictures

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. If you escape from Renewal you do not get your clothing or personal items back.

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

CLOTHING LIST

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.
- 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. You are responsible for ensuring that your locker is secured and closed. Do not give out your locker combination to any other reentrants.

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

County – Saturday or Sunday – 9:30 to 10:30 am

Building 704

County – Saturday – 9:00 to 10:00 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

1. No more than 3 visitors per visit, including children. Children and youth under 18 must be accompanied by an adult.
2. All visitors must have photo identification.
3. Visitors cannot be on any type of probation or parole
4. Visitors are subject to search.
5. 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.
6. Visitors are restricted to the designated visiting area.
7. Any inappropriate sexual contact (i.e. fondling, groping, etc.) is not allowed.
8. 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.
9. 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 Saturdays, 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:

<p>339 Reentrants (Reentrants Name) c/o Renewal Reentrant Mail P.O. Box 295 Pittsburgh, PA 15230</p>	<p>704 Reentrants (Reentrants Name) c/o Renewal Reentrant Mail P.O. Box 375 Pittsburgh, PA 15230</p>
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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. demerits).
2. When an incident requires an incident 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 should write the incident report. The report should include the names of all who were present. The case manager will meet with the reentrant who has been reported, inform the reentrant of the incident report if the reentrant has not previously been notified and discuss the incident.
3. After interviewing the reentrant, the case manager will discuss the findings with the case management supervisor and it will be decided if the charges should be dismissed or if sanctions (i.e. extra demerits, extra details, etc.) are in order. If the incident can be resolved at the level of case manager, the reentrant will be notified of the consequences and has the right to appeal to the case management supervisor.
4. If it is determined that a hearing with the case manager and case management supervisor is in order, the reentrant will be notified within 48 hours of the initial meeting with the case manager and a disciplinary hearing will be conducted as soon as possible and within 10 working days.
5. During the disciplinary hearing, the Case Management Supervisor or his/her designee will read a copy of the incident report to the reentrant. The reentrant will be given the opportunity to respond to the report and speak on his own behalf. The reentrant has the right to present witnesses from the Center on his behalf and to choose a staff representative, if he desires to do so.
6. After the hearing the Work Release Program Manager will:
 - a) Make and announce a decision.
 - b) Make and announce recommended sanctions.
 - c) Advise reentrant of appeal rights.
7. The reentrant has the right to appeal any decisions through the grievance procedures identified in the reentrant guidebook.

If the work release program supervisor is unavailable, the Work Release Program Co-Director will stand in. If the Co Director is unavailable, the Vice President of Program Management will stand in. If the Vice President is unavailable, the Chief Executive Officer or the Executive Vice President of Operations can 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(s) of the Work Release program shall receive the grievance and all comments. At the request of the reentrant, the staff representative and the Work Release Program Manager or his/her designee may be invited to attend this meeting. 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 escape the custody of Renewal, Inc., your absence will be reported to the authorities immediately. Be advised that you will be aggressively prosecuted which may result in additional jail or prison time.

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 or once you fail to report to or leave early from your assigned location.

RELEASE FROM RENEWAL

Renewal is informed of your release on the day of your release. The monitor staff collects your combination lock, all bed linens, pillow and blanket. You will be charged for any items not returned.

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.

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.