



**YOUR GUIDE  
TO  
FEDERAL REENTRANT SERVICES**

**March 2024**

**RENEWAL, INC. (3ZI)**

339 Blvd of the Allies  
Pittsburgh, PA 15222

**RENEWAL, INC. (GBE)**

704 Second Ave.  
Pittsburgh, PA 15219

**REENTRY CENTER**

700 Fifth Ave.  
Pittsburgh, PA 15219

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PROPERTY OF RENEWAL, INC.  
March 2024**

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## WELCOME

Renewal, Inc. has a mission: Renewal, Inc. is a non-profit organization dedicated to empowering individuals to improve their lives. By design, Renewal is not simply a work release alternative to incarceration. It is a structured reentry program that provides male and female offenders with the tools to change negative behavior. Reentrants will work with our trained staff to develop thinking skills that will enable them 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, Inc. Centers are located at 339 Blvd. of the Allies (Male Reentrants), 700 5<sup>th</sup> Avenue (Reentry Center) and 704 Second Avenue (Female Reentrants) 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, US Probation 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 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 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 including wrestling or horseplay.
- No 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 major 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. Reentrants are only approved to change clothing inside of the bathroom areas. Changing of clothing is NOT permitted inside of the sleeping dorm.
- Reentrants are not permitted to participate in any medical, pharmaceutical or cosmetic experiments or trials.
- Reentrants cannot enter into any type of contractual agreement without the approval of the Work Release Program Director.
- 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 Co-Director.

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, locker, 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.

If any reentrant finds any 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 thirty (30) days to remove these items; after thirty (30) 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 TOOTHBRUSH (MANUAL OR ELECTRIC)
- 1 TOOTHPASTE
- 1 NON-ALCOHOL MOUTHWASH
- 1 NON-ALCOHOL DEODORANT
- 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
- 1 UMBRELLA (UMBRELLA CANNOT HAVE A POINTED OR METAL TIP)
- 1 PAIR OF SLIPPERS OR SHOWER SHOES
- 1 JACKET OR COAT
- 5 MAGAZINES OR BOOKS
- 1 ALARM CLOCK w/out a radio
- 1 MP3 Player (Cannot value over \$50) AND HEADPHONES
- 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
- \$100 CASH ON YOUR PERSON

- 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 OF CENTER DIRECTOR

**NOTE**

**For Fire/Safety purposes, burning of anything in the facility is prohibited (ie incense, tobacco, intoxicants).**

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.

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 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, synthetics, 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.

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 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.

**EXCEPTION**

IN AN EXTREME CIRCUMSTANCE, A PHYSICIAN MAY DETERMINE THAT A REENTRANT MUST BE PRESCRIBED A NARCOTIC MEDICATION. WHEN THERE IS ADEQUATE MEDICAL JURISDICTION (I.E. SURGERY OR SEVERE ILLNESS SUCH AS CANCER) THE NARCOTIC BAN MAY BE LIFTED FOR THE PRESCRIBED DRUG. SUCH OCCURRENCES WILL BE HANDLED ON A CASE-BY- CASE BASIS. THE WORK RELEASE CO-DIRECTOR OR HIS/HER DESIGNEE MUST APPROVE THE USE OF RESTRICTED MEDICATION.

## **DRIVING**

A reentrant is not permitted to operate a vehicle without the permission of his/her case manager, Work Release Director or the Federal Bureau of Prisons. You must submit a written request and present a valid driver's license, proof of ownership, registration 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 JURISDICTION TRAVEL**

Reentrants are not allowed to travel out of the Western district of Pennsylvania without the knowledge or permission of their Case Manager, Case Manager Supervisor, Manager of Work Release, the Federal Bureau of Prisons, and or USPO.

## **INTAKE/ORIENTATION**

When you arrive at the center, you will be restricted to the facility during your orientation 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.

339 and 704 Drop of Times for Work Release Reentrants  
Drop offs will be arranged by the Reentrant's case manager who will coordinate with Security Supervisors with a date and time for the specified drop off to take place. Drop Offs are not to be later than 8pm unless an extreme circumstance warrants one necessary.

**Only one drop off per week.**

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 30 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.

### **PROGRAM REVIEW TEAM**

Within the first 14 days you may meet with the Program Review Team (PRT). The PRT consists of one or more of the following: the RRC Director, Employment Placement Specialist, Case Manager, representatives from a treatment provider, the Bureau of Prisons and U.S Probation (when available) who will assist you in the development of your re-entry plan. In the PRT meeting you will have the opportunity to address any concerns that you may have about yourself or the program in general. The re-entry plan outlines your goals and objectives. You will meet regularly with your case manager for individual sessions to develop and practice cognitive skills that can help you meet your expectations. Your program begins upon completion of the re-entry plan.

An important part of the review process is your LSI-R score. LSI-R stands for Level of Service Inventory-Revised. The LSI-R measures and indicates risk and needs information important to the development of the re-entry plan. The LSI-R is composed of 54 items grouped into 10 subcomponents that include, Criminal History, Education/Employment, Financial, Family/Marital, Accommodation, Leisure/Recreation, Companions, Alcohol/Drug Problems, Emotional/Personal and Attitudes/Orientation. LSI-R findings are used by the Program Review Team to assist in the development of your re-entry plan goals and in focusing re-entry plan activities.

Your LSI-R score is a valuable indicator of what type of programming will be of greatest benefit to you. Particular attention will be paid to LSI-R subcomponents that score high. The Program Review Team will use your LSI-R score to recommend programming that will address your needs and reduce your risk of recidivism. As the degrees of risk increase, programming will be increased accordingly.

### **DRUG AND ALCOHOL SERVICES**

USPO cases may be mandated to attend treatment programming upon referral from the US Probation Office. Renewal Treatment, Inc. views addiction as a disease of the mind, body and spirit. The Drug and Alcohol program at Renewal is designed to address the whole person. The goal for those in the Drug and Alcohol treatment program is to learn how to live a drug and alcohol free life.

Renewal Treatment, Inc. is licensed by the Department of Health and the Bureau of Drug and Alcohol Programs for both inpatient and outpatient treatment services. Some reentrants are required to participate in these services during their stay at Renewal, Inc.

Renewal Incorporated and Renewal Treatment Inc. believe strongly in the Cognitive Behavioral Approach as the most effective treatment approach for AOD dependent persons whom are involved in the criminal justice system. Our outpatient treatment program is based on a curriculum that emulates the stages of change.

A BOP reentrant with a sentence condition (TDAT) to attend drug and alcohol services at the authorized service provider. All drug and alcohol reentrants/clients must meet the following expectations:

- Attend all individual and group sessions.

- Be on time for all scheduled sessions.
- Verbally participate in all scheduled activities.
- Complete all assigned work.

Reentrants required to attend TDAT services will be required to attend group and individual services on a weekly basis. If you miss portions of programming for any reason, you will be required to make it up.

**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 to 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.

**PROGRAM COMPONENTS/RULE VIOLATIONS**

**Federal Level System**

**1.Community Corrections (Com Cor) .....Work Only/Program Activities.**

**2.Pre-release .....increased leisure activity.**

**3.Home Detention**

Each of the following minor program violations can result in informal sanctioning and is handled in a progressive discipline manner:

- 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.
- Items 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.

**Some major rule violations of the program that may warrant total restriction, loss of privileges, loss of GCT, or program 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.

## **LIFE SKILLS/EMPLOYMENT READINESS**

Reentry services at Renewal, Inc. are designed to strengthen individual's basic life skills with an emphasis on Life Skills and Employment Readiness.

The following are rules for classroom attendance:

1. No food or drink permitted
2. No head gear
3. No smokeless tobacco
4. No shower shoes
5. No muscle shirts
6. No headphones or music

### **Job Readiness Instruction**

Renewal's Job Readiness Curriculum focuses on basic skills essential to coping with the realities of working and living in a changing society. Federal reentrants are required to secure full-time (40 hours per week) employment within 15 working days arrival to the program.

### **Life Skills Education**

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
- Federal reentrants will meet with a representative from the U.S Probation Job Development Department at the PRT meeting.

## **COMMUNITY SERVICE**

Reentrants can participate in community service but not during time of active job search or employment. This is provided for non-profit organizations that are approved by Renewal. Community Service opportunities are listed in both 339 and 704 locations. 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.

## **RECREATION AND LEISURE EDUCATION**

Federal reentrants have the option of participating in recreation and leisure education. Renewal Inc. offers a recreation facility as well as recreation and leisure activities. A full-time Recreation Coordinator 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 Recreation Room. Your schedule is your sign in sheet. Bring it to Recreation and have it signed immediately upon your arrival. You must attend Recreation orientation or see Recreation Coordinator 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**

You are accountable to Renewal, Inc. 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. This card is to be with you and clearly visible at all times. The monitors will use it to log your movements in and out of the center and for physical head counts. The Off Site Monitor will verify your employment; pass sites and community service sites using the ID card. Other staff members will verify your attendance at classes, counseling groups, meals and all required meetings using the card.

You must have your identification when entering and departing the building. The identification card must be worn around your neck where it is clearly visible when participating in any activities within the building. Without your identification, you will be denied access to recreation activities, to the kitchen for mealtimes, groups, etc. Not complying with the identification requirement will also result in demerits and loss of points and privileges. Repeat violations may result in other sanctions.

You are accountable to Renewal Inc. for your whereabouts at all times during your stay in the Work Release Program.

**YOU MUST WEAR YOUR RENEWAL ID TAG AROUND YOUR NECK WHERE IT IS VISIBLE AT ALL TIMES WHILE INSIDE THE CENTER.**

### **WEEKLY SCHEDULE**

Each reentrant must complete a weekly schedule and submit it to their case manager no later than the designated time (usually a week in advance). Your case manager must approve the weekly schedule in order for you to be logged out of the center. This schedule should include job search, work schedule, pass site 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.** 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.

## WAKE-UP & DESTINATION PROCEDURES

**Unless a reentrant is working or at a medical appointment, the reentrant must return to the facility before 9:00 p.m. Reentrants should not be out of the center for more than 12 hours at a time without supervisor's approval.**

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 daily and weekly schedule into the computer. Only your case manager, case manager supervisor or the Manager of Work Release 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 and receive approval. If you have approval to go to more than one site, you must report back to the center after each location, not including job search. **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.** You are not permitted to go to any locations that have not been pre-approved by your case manager. **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.**

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.

## 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 are required to obtain employment within 21 days from the start of the job search process. Reentrants that are unsuccessful in acquiring employment by the end of the 21 day period can be subject to disciplinary sanctions.

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 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 IRP are used to identify job opportunities that fit your interests and skills. Renewal has 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. Call Centers and Youth Outreach Programs are not permitted as acceptable job placement. Employment that requires driving will be considered on a case by case basis.

## **EMPLOYMENT**

You are expected to be employed full time (40 hours) during your stay at the Center. You are not permitted to quit employment without giving notice and having other employment. You are required to submit subsistence payment and paycheck documentation to your case manager within 1 working day of receiving your pay. You are not permitted to work where you are paid cash. After each payday, you are required to submit a money order for 25% of your gross wages and your paystub to your case manager. Your case manager will help you calculate the 25%. You are not permitted to work in family owned or family managed businesses. Your case manager will provide your employer 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. You are not permitted to work more than 48 hours per week without the approval of the Center Director. Renewal Inc. staff must 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. You must submit a pay stub and money order to your case manager immediately upon receiving your paycheck.

**You are expected to obtain employment within 21 days following completion of your orientation.**

## **GPS TRACKING UNIT**

Renewal, Inc. and or BOP/USPO can require reentrants to wear a GPS tracking unit. If you are selected to wear a GPS unit, you are responsible for charging it 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. All Home Detention cases will be REQUIRED to wear a GPS anklet during their entire home detention phase.

## **PASSES AND FURLOUGHS**

Renewal, Inc. reentrants can earn pass time or furloughs depending on their phase level and 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.

Passes and furloughs are allowed only to pre-approved sites. In order to take a pass to a site, the reentrant must produce a copy of a recent telephone bill. Pass sites that have



call forwarding or other features excluding call waiting will not be approved. Telephone bills must be submitted monthly to your Case Manager. The case manager must verify the telephone number and contact person for the pass site. Any pass sites that cannot be verified are not acceptable and will not be approved. While on pass, reentrants are expected to be at the approved sites only. Leaving your pass site without prior authorization is a major program violation that will result in sanctions and possible termination from the program.

Bureau of Prisons (BOP) reentrants must be compliant with his/her program plan and submit monthly telephone bills in order to be eligible for passes/furloughs. Reentrants who meet the criteria for furloughs can request a furlough through their case manager. Furloughs will be approved at the discretion of the RRM Office.

Prior to going on pass or furlough, reentrants are required to submit an itinerary of their whereabouts at all times. This itinerary must include locations, addresses, telephone numbers, and contacts. All pass and furlough itineraries are subject to case manager approval. Reentrants on pass or furloughs must contact the Center and report all movement from one site to another. Reentrants are not permitted to leave their primary pass or furlough site without contacting the Center and getting approval.

Passes will be granted with increasing increments of time (up to 48 hours) based on the success of previous passes and furloughs and compliance with the rules and regulations pertaining to passes and furloughs (i.e. telephoning the Center, providing documentation, always being at approved locations only, etc.) Failure to follow these guidelines will result in a revocation of pass and furlough privileges along with other possible sanctions.

## **BUDGETS**

You and your case manager will develop a financial responsibility plan during the development of your Individualized Program Plan.

**You are not allowed to have more than \$100.00 spending money per week in cash in your possession. You are permitted a maximum amount of \$50.00 during drop off times. Any amount over the designated amount is considered contraband until further investigation.**

## **CENTER DETAILS**

Your living space is your responsibility. Your bed is to be neatly made **daily**. It is the reentrant's responsibility to launder bed linens and towels 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 or on top of the closets. 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.**

### **Center cleaning program**

The reentrants do cleaning in the center. Cleaning assignments are scheduled and supervised by staff teams responsible for a particular floor. You are expected to maintain a clean sleeping area and to assist in keeping your general living floor clean. A detail list outlining proper cleaning procedures is posted on each floor. Reentrants are expected to complete details in accordance with the detail lists. Reentrants that do not complete details in accordance with detail lists are subject to being restricted to the center until the detail is properly completed. Reentrants that do not satisfactorily complete details are subject to sanctions.

If you are unable to complete your detail due to finding a job or having another appointment, the detail you are assigned to is still your responsibility. You must notify your case manager or his/her supervisor 24 hours before the detail's scheduled completion. This will provide ample time to reassign the detail.

### **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 shelf is to be free of clutter; you are not allowed to have anything on your shelf except family photos, religious/recovery material, a clock radio and writing material. The floor of the room is to be swept and mopped daily. All furniture, including the locker, is to be dusted daily. Shoes are to be stored neatly under your bed. No boom boxes of any size are permitted.

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, 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 that 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 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 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 BOP 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.

## **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. The appropriate BOP Chain of Custody form will be completed. A safety seal with your initials 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 LISTS

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 except during sleeping hours.
- 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.

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

## **VISITATION**

Visiting is permitted for one (1) hour. Times are scheduled through case managers and security supervisors. The visitation schedule is as follows:

### **Building 339 and 704**

**Monday thru Friday visitation is open from 0800-1000. So either 0800-0900 or 0900 1000. Saturday and Sunday 0800-1300. Again, visits are only one hour.**

Visitation requests are to be submitted to your case manager along with your weekly schedule by Thursday of each week. 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.
10. All visitors must act appropriately.

## **MAIL**

US Mail is delivered to the center every day except Sundays and holidays. Any mail that you receive will be distributed by your case manager after it is sorted. 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 cash via incoming mail. Only money orders are acceptable. **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:**

<b>For 339 reentrants:</b> (Reentrants Name) 339 Blvd. of the Allies Pittsburgh, PA 15222	<b>for 2<sup>nd</sup> Ave:</b> (Reentrants Name) 704 2 <sup>nd</sup> . Ave. Pittsburgh, PA 15219
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**DISCIPLINARY HEARING POLICY/PROCEDURE**

All reentrants are expected to observe and adhere to the appropriate standards of behavior as outlined by the rules, regulations, and policies of Renewal, Inc., the Federal Bureau of Prisons, and the U.S. Probation Office.

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 misconduct.

When an incident occurs an informal or formal hearing process can take place. If it is decided that an informal resolution is appropriate, minor sanctions may be applied (i.e. demerits, extra duty, etc.).

If the incident is a major program violation a formal process will take place. A BOP Incident Report will be prepared by the RRC Staff. The incident report will ordinarily be delivered to the reentrant within 24 hours from the time staff became aware of the offenders involvement in the incident. The staff will note on the report the date and time that the report was delivered to the reentrant. Soon after the incident report is delivered to the reentrant, an investigation of the alleged incident will be conducted. An investigator will be appointed within 24 hours from the time the violation is reported. The investigation is ordinarily initiated and completed within 24 hours from the time of the appointment.

The offender may request a Staff Representative and may call Witnesses for the hearing. A formal CDC Hearing will ordinarily be completed within 5 days from the time staff became aware of the incident. The CDC findings and recommendations will be forwarded to the DHO immediately following the hearing by the chairperson. The DHO will review the hearing packet and make the final decision on the prohibited acts. Once the DHO rules on the hearing decision, the offender will be notified. The offender then has the right to appeal through the Administrative Remedy process.

**Note: The RRC follows all BOP policy regarding Inmate Discipline.**

## **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 Work Release Program Supervisor.

### **Second Level**

Within five (5) working days, the Work Release Program 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 Co-director(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 Supervisor 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.

## **ADMINISTRATIVE REMEDY PROCEDURES (ARP)**

An inmate may file a formal written request to the Resident Reentry Manager (RRM) on from BP-229(13) within 15 calendar days of the date on which the basis of the request occurred. Ordinarily, form BP-229(13) will be distributed by the case manager and submitted to the case manager supervisor. However, if the request is considered to be sensitive in nature, and the reentrant is concerned about receiving or submitting a form from the Resident Reentry Center (RRC) staff, procedures under "Sensitive Issues" are to be followed.

Copies of the ARP can be obtained through your Federal Case Manager Supervisor on the Federal floors at the Renewal Center and accessible to all BOP reentrants in the facility.

## **CELL PHONES**

As a Federal reentrant at Renewal, you will be allowed to possess one cell phone 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 (Cell Phone Agreement) can be completed. Below is a list of general guidelines for the possession and use of cell phones while in the facility:



- All reentrants will be eligible to retain one cell phone for use inside the center unless specifically denied by Renewal, Inc Director, BOP, and or USPO staff. Some Reentrants may not be permitted "smart phones" with internet access as a condition of their release and or sentence.
- Reentrants must complete the 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 BOP/USPO 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, 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 any jurisdiction. 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 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. You must comply with all terms outlined in the Cell Phone Agreement.
- Your phone is subject to search by staff at anytime.

## **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. You are also considered to be an escape or absconder if you fail to return to the center at your designated time.

## **RELEASE FROM RENEWAL**

You Case Manager will release you from Renewal Inc. on your release date. You are to report to the United States Probation Office within 72 hours with your release paperwork.

The security staff collects all bed linens, pillow and blanket. You will be charged for any items not returned.

### **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.

Reentrants are not permitted to engage in sexual acts with other reentrants or staff. Reentrants will not engage in any sexual acts with others or sodomy inside the center. Reentrants will not sexually harass or sexually assault/abuse another person.

Allegations of Sexual Abuse and/or Sexual Harassment Can Be Made By Writing To:

U.S. Department of Justice  
Federal Bureau of Prisons  
Pittsburgh Community Corrections Office  
1000 Liberty Avenue, Room 1315  
Pittsburgh, PA 15222  
Phone: 412395-4740

You can report sexual misconduct or sexual assault anonymously in writing to ANY staff member at Renewal, Inc. or verbally to:

### **PREA Compliance Managers at Renewal Inc.**

Renewal 1 (339 Blvd of the Allies) – Adam Zak  
Renewal 2 (704 2<sup>nd</sup> Ave.) – Kelsey Heinrich