



**YOUR GUIDE**  
**TO**  
**FEDERAL REENTRANT SERVICES**

**DECEMBER 2025**

**RENEWAL, INC. (MALES)**

339 Blvd of the Allies  
Pittsburgh, PA 15222

**RENEWAL, INC. (FEMALES)**

704 Second Avenue  
Pittsburgh, PA 15219

**REENTRY CENTER**

700 Fifth Avenue  
Pittsburgh, PA 15219

**Federal Reentrant Guidebook**  
**Property of Renewal, Inc.**

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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. Our structured reentry program provides all participants with the tools and support needed to change negative behaviors and successfully reintegrate into the community. Reentrants will work with trained staff to develop cognitive skills to evaluate choices and consequences, supporting law-abiding and productive living upon release. The choice and the responsibility are yours.

## USING THE GUIDEBOOK

This guidebook outlines Renewal, Inc.'s program operations and serves as a handy reference during your stay. If you have questions about any information in this guidebook, **PLEASE ASK YOUR CASE MANAGER** for clarification if you have questions.

## LOCATION

The Renewal, Inc. Centers are located at 339 Blvd. of the Allies (Male Reentrants), 704 Second Avenue (Female Reentrants) Pittsburgh, PA, and 700 5<sup>th</sup> Avenue (Reentry Center). Renewal, Inc. is a private, non-profit corporation, governed by a volunteer Board of Directors. These facilities operate under a contract with the Federal Bureau of Prisons providing residential reentry center and home confinement services for adult male and female federal offenders sentenced in or releasing to the Western District of Pennsylvania.

## CODE OF ETHICS

Staff members are not permitted to accept any gifts, gratuities, tickets, food, or payments from reentrants, their families, or anyone known to be associated with reentrant under any circumstances. Reentrants should not offer personal services or gifts to staff members. Reentrants engaging in this type of conduct are subject to disciplinary action including removal from the program.

## CONFIDENTIALITY

Reentrants are afforded the right to privacy according to applicable state and federal laws and regulations. Personally Identifiable Information (PII) and non-public information will not be shared with outside parties without a Release of Information Consent form on file bearing your signature. Information is shared only with authorized agencies consistent with BOP policy requirements. **\*NOTE\*** this does not include federal agencies having custodial authority and/or legal interest in the reentrant. All records are maintained in accordance with the Privacy Act of 1974 and 28 CFR §513.40.

## 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:

- Reentrants should remain drug and alcohol free.
- Reentrants are expected to treat the staff and reentrants alike in a respectful manner.
- Reentrants are not permitted to supervise other reentrants under any circumstances.
- Reentrants are prohibited from being in the basement without staff permission or authorization.
- Renewal Inc. is your "home" for the duration of your placement and is to be treated with care.
- Reentrants are expected to report to assigned room/bed number when a standing headcount is being completed. The only exception to this rule is if reentrant is in a class/group during this time period.

- Reentrants are responsible for their own behavior and the consequences of their own actions and are prohibited from engaging in aggressive behavior, fighting, wrestling, or horseplay.
- Tobacco of any type/form is not permitted in the facility.
- Reentrants are expected to stop and think before speaking and reacting in ways that contribute to situations of conflict. Staff members are here to help you; however, there is zero tolerance for abusive, disruptive, inappropriate, or otherwise threatening behavior and actions.
- You are not allowed to sit on the windowsills or stare out the windows of any part of the building.
- Reentrants are not permitted to be in bed prior to 4:00 PM without permission from their Case Manager or unless working nights.
- Gambling of any type is prohibited for all reentrant during placement at Renewal Inc, to include but not limited to gambling stubs or possession of any lottery tickets.
- Reentrants shall not make any major alterations to their appearance (i.e. tattoos, hair color, hair style, etc.) while housed at Renewal Inc.
- Reentrants should not approach staff to discuss case management issues in hallways, communal areas, or any non-confidential location within the building. Those conversations should be reserved for appropriate locations, like staff offices, during authorized time periods.
- Anytime a staff member is engaged in addressing a reentrant, other reentrants should not become part of that interaction. If a reentrant gets involved while a staff member is addressing another reentrant or during the performance of their official duties, the uninvited reentrant that got involved will be subject to disciplinary action.
- Reentrants are not permitted to lend, borrow, or otherwise accept money or use personal belongings from another reentrant or a staff member.
- Reentrants shall always be dressed appropriately, including being fully dressed and clothed outside of sleeping areas. A bathrobe must be worn to and from shower area. Additionally, reentrants are only approved to change clothing within the shower area inside of bathrooms and are not permitted to change clothes inside of the sleeping area and/or their rooms.
- 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 Case Manager Supervisor, Director of Work Release and in many instances the BOP or US Probation Office due to conditions imposed by the Court at time of sentencing.
- Reentrants are prohibited from having external third party provided locked storage including lock boxes, lockers, and storage units.

#### **CONDUCT TOWARD STAFF AND OTHER REENTRANTS**

Reentrants are expected to maintain proper conduct toward staff and other reentrants. Obscene, abusive, or threatening language is prohibited. Sexual harassment, innuendoes or otherwise inappropriate comments or gestures directed towards staff or other reentrants is considered a violation of program and is subject to disciplinary action including removal from the program.

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

Reentrants shall comply with all instructions given by a staff member. If a reentrant encounters difficulty with an individual staff member or other reentrant, they should report this to their Case Manager, Federal Case Manager Supervisor, Director of Work Release, or Security Supervisor.

Lying to a staff member will not be tolerated and is subject to 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. Violations will not be tolerated and are subject to disciplinary

action.

Any unauthorized communication or fraternization between male and female reentrants (i.e.: exchanging notes, text, or telephonic messages, or meeting inside or outside the facility) is prohibited, a program violation, and subject to disciplinary action including removal from the program.

#### **CONTRABAND**

**All prohibited items, both legal and illegal, are considered contraband and will be treated as such and at a minimum will be confiscated and will not be returned to the reentrant.** A reentrant is subject to disciplinary action including removal from the program, if contraband is found anywhere within their control including but not limited to on their person; as well as, in their room, locker, property, or vehicle. All items identified as contraband items will be, at a minimum, confiscated and final determination will be made on a case-by-case basis.

Any items delivered to Renewal through mail or through a drop-off will be considered the reentrant's property. Each reentrant will be held responsible for any items dropped off or delivered to them (this includes but is not limited to items considered contraband and/or purposed concealed).

All reentrants are subject to pat searches; as well as locker, personal property, and/or vehicle searches while in the facility or out in the community. Staff members can conduct a search at any time and for any reason, with or without cause.

Reentrants are subject to x-ray/full body scan imaging when returning from unsupervised activity or if cause exists to suspect a reentrant is in possession of contraband, is concealed on their person, or within property in their possession. Only staff members of the same sex as the reentrant being scanned are permitted to review body scanner imaging, cross-gender viewing is not permitted. All reentrant bags/purses are subject to body scanner imaging at any time. Renewal, Inc. maintains approval to operate full body x-ray screening equipment through the Department of Environmental Protection (DEP). Renewal, Inc. adheres to all DEP mandated safety regulations regarding full body x-ray screening.

Any reentrant found in possession of items identified as contraband, must immediately report to the appropriate staff member. Upon arrival during intake, if a reentrant brings items considered contraband into the facility, it will be confiscated. A reentrant has fourteen (14) days to remove items or items will be disposed of if not removed within the (14) days.

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:

#### **ALLOWED LIST:**

- 7 SHIRTS
- 7 PAIR OF PANTS
- 7 SETS OF UNDERWEAR
- 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/ELECTRIC)
- 1 TOOTHPASTE
- 1 NON-ALCOHOL MOUTHWASH, DEODORANT, & HAND/BODY LOTION
- 1 OPEN BAR SOAP (6 MAX BOXED), 2 BOTTLES OF BODY SOAP/WASH
- 1 CONTAINER OF SHAVING CREAM/GEL

- 1 UMBRELLA (UMBRELLA CANNOT HAVE A POINTED OR METAL TIP)
- 1 PAIR OF SLIPPERS/SHOWER SHOES
- 1 JACKET OR COAT
- 5 MAGAZINES OR BOOKS
- 1 ALARM CLOCK W/OUT A RADIO
- 1 MP3 PLAYER (CANNOT VALUE > \$50) AND HEADPHONES
- 2 PICTURES
- 1 SET ELECTRIC HANDHELD DRYER
- 1 ELECTRIC CURLING/FLAT IRON WITH AUTO SHUT OFF
- 1 NON-ALCOHOL SHAMPOO
- 1 NON-ALCOHOL NON-AEROSOL HAIRSPRAY
- 1 NON-ALCOHOL MOUSSE/GEL
- **\$100 CASH ON YOUR PERSON**
- 1 CELLULAR PHONE (A SIGNED CELL PHONE AGREEMENT IS REQUIRED)
- BAG – 1 POCKET BACKPACK ONLY – MUST BE CLEAR OR SEE THROUGH NETTING
- HOUSE KEYS/CAR KEYS
- NO NAIL POLISH OR GLUE
- NO NAIL POLISH REMOVER
- NO INCENSE OR OILS
- NO AEROSOL CANS
- NO UNMARKED PERSONAL CARE PRODUCTS OR TOILETRIES
- NO PILLOWS, BEDDING, STUFFED ANIMALS, BLANKETS, OR THROWS PERMITTED

**\*\*\* NOTE \*\*\***

**FOR FIRE/SAFETY PURPOSES, BURNING OF ANYTHING IN THE FACILITY IS PROHIBITED (I.E.: INCENSE, TOBACCO, INTOXICANTS).**

If a reentrant needs clothes, hygiene, and other personal items, they must see their Case Manager or Federal Case Manager Supervisor for authorization of an Approved Clothing List. Once authorized, the reentrant will provide the list to appropriate security staff. Failure to do so and to follow established procedures will result in items being rejected, not being permitted, and confiscated if already in the building.

Additionally, any shipments (i.e.: FedEx, UPS, or USPS) or packages from locations including but not limited to Amazon, Shein, or Temu are prohibited without prior approval and authorization from your Case Manager, Federal Case Manager Supervisor, or designee. Any packages or shipments received without prior authorization, and their contents, will be considered contraband and treated as such.

All reentrants are permitted to have up to \$100 cash in their possession and on their person while at Renewal. Any reentrant who is found to be in possession of cash, more than \$100, regardless of the reason, will be considered contraband and it will be confiscated by staff. A receipt and/or confiscation form will be issued by the confiscating staff member - which should be retained by the reentrant for documentary purposes and will be required for retrieval once disposition is determined. All confiscated money will remain secured, in a limited access drop safe, and will remain there until an investigation is completed and an outcome has been determined if it should rise to the level of BOP and/or US Probation involvement. The confiscated money will only be removed from the drop safe following approval by the Federal Case Manager Supervisor, or the BOP authorizes staff to release it to reentrant or interested person(s) or agency.

**\*NOTE\*** Renewal will not reimburse reentrants for items lost or stolen. It is suggested, highly encouraged, and recommended that a reentrant does not bring any belongings that are of high monetary value with them during their placement in the facility.

## **ALCOHOL AND NARCOTIC BAN**

All reentrants are subject to a zero-tolerance policy regarding alcohol and drug use. This includes illicit substances, unauthorized prescription medications, and any over-the-counter products containing alcohol. The use of alcoholic beverages is prohibited. This is done so that medication prescribed complies with Renewal's associated programming. Since some over the counter medication contain alcohol, reentrants must also read product labels to ensure they are aware of products they are buying. Some over the counter medications for cough and colds; as well as, other products including mouthwashes and skin products can contain alcohol, and those items are forbidden. Any violation of this will be considered a major program violation and their status in the program and reentrant's status will be assessed on a case-by-case basis. Additionally, hairsprays, body lotions, etc. may contain trace amounts of alcohol and are permitted. Reentrants are encouraged to seek clarification from a Community Corrections Monitor (CCM), Security Supervisor, Case Manager, or Federal Case Manager Supervisor about the appropriateness of any products containing alcohol.

Any positive results for alcohol during breathalyzer testing and/or urinalysis will be considered a violation and subject to disciplinary action including removal from the program. Positive results for ethanol (i.e.: alcohol) coming from a source other than alcoholic beverages (i.e.: mouthwash, cough syrup) will not be considered as justification or an acceptable explanation.

## **DRIVING**

A reentrant is not permitted to operate a vehicle without the permission of their Case Manager, Federal Case Manager Supervisor, or Director of Reentry Services, or in some instances the BOP. A reentrant must submit a written request to Case Manager including a valid license and driving abstract; as well as proof of ownership, registration, and insurance for every vehicle they are seeking approval to drive. If approved and their placement duration exceeds expiration of required documentation, a reentrant is responsible for ensuring renewed documents are provided to their Case Manager. Driving without approval and/or with an expired driver's license, registration, or insurance constitutes a program violation and is subject to disciplinary action including removal from the program. If a reentrant is seeking approval to drive a vehicle not owned by or registered to you, a signed/notarized statement, from the owner, granting permission is required for consideration; however, each instance is assessed on a case-by-case basis.

Renewal Inc. has the right to search any vehicle that is owned/operated by a reentrant approved for personal use. The same rules of contraband that apply to reentrants and their property within the facility apply to any vehicle used for personal use by a reentrant. Any contraband discovered during search of a reentrant's vehicle will be confiscated, at a minimum, and final disposition be determined on a case-by-case basis.

## **OUT OF JURISDICTION TRAVEL**

Reentrants are not permitted to travel outside of the Western District of Pennsylvania without advanced knowledge, prior authorization, and pre-approval. The location and distance from the facility will determine if it is something that can be accomplished utilizing Renewal's established pass procedures or if it requires a furlough application and approval/authorization from the Bureau of Prisons. US Probation placements would need permission from assigned USPO, Supervisory USPO, or designee.

## **INTAKE AND ORIENTATION**

Upon arrival, a reentrant will be restricted to the facility during their orientation period. This period will help reentrant get acclimated to the facility without outside distractions. During orientation, Intake staff will explain, in detail, the expectations, rules, and responsibilities while in the

program. Additionally, during orientation, reentrant's will read, review, and sign the reentrant agreement and appropriate Release of Information consent forms. All these forms become part of your 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 **will not be permitted** during the following times: 10:00 am to 11:00 am, and 3:00 pm to 8:00 pm.

**Must have a pre-approved, "Approved Clothing List" at front desk**

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 14 days only; subsequently, these items, if no arrangements are made for pick-up, will be donated or destroyed. The clothing allowance is strictly adhered to. Multiple layers of clothing worn upon intake will be counted toward the total amount in clothing allowance.

**DRUG AND ALCOHOL SERVICES**

Some reentrants are required to participate in drug and alcohol services during their placement at Renewal. BOP placements recommended for and/or required to participate and complete substance abuse treatment must do so through the contracted BOP Community Treatment Services (CTS) provider. The frequency of services may vary according to the associated requirements and the individualized needs. Similarly, USPO placements may be required to attend, participate, and complete substance abuse treatment programming as part of their Conditions of Supervised Release or based upon referral by US Probation Office. Reentrants are required and expected to make up any missed appointments or treatment sessions.

**All reentrants participating in drug and alcohol treatment services are required to 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.

**If a reentrant attends AA/NA meetings, it is expected that proper forms will be completed, and documentation is submitted to Case Manager the next day.**

**PROGRAM COMPONENTS AND RULE VIOLATIONS**

**Community Corrections – in-house with work and programming activities.**

**Pre-Release – in-house with increased community and leisure activities.**

**Home Confinement – electronic monitoring with GPS tracking at approved release residence.**

Each of the following minor program violations can result in informal sanctioning; however, repetitive, and/or reoccurring incidents will be managed through progressive discipline and formal sanctioning:

- Failure to ensure name tags are worn and are visible inside the facility.
- Wearing sunglasses, a hat, or head covering inside the facility.

- Failure to make bed, being in bed or sleeping at an unauthorized time.
- Personal space is not cleaned and organized as outlined and required.
- Damaging, destroying, losing, or stealing Renewal property (valued at < \$100).
- Personal items or other property are not stored properly.
- Removing food or drink from the cafeteria.
- Lending personal items or money to another reentrant and/or borrowing personal items or money from another reentrant.
- Unauthorized use of the elevator.
- Failure to complete assigned detail timely and/or in a satisfactory manner.
- Failure to carry a copy of weekly schedule.
- Failure to submit weekly schedule in a timely manner.
- Failure to provide proper notification prior to terminating employment.
- Failure to complete or submit required documentation (i.e.: job search verification form, treatment verification form, etc.).
- Failure to follow directions and/or instructions from Renewal staff.
- Refusal to obey staff orders.
- Being insolent or disrespectful toward staff and/or manipulative or lying to Renewal staff.
- Being late for scheduled treatment, meetings, or other mandatory appointments.
- Being in an unauthorized area without the permission or presence of Renewal staff.
- Being in possession of, introduction, or attempting to introduce contraband into the facility.

**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 any document, form, or records.
- Failure to return to the facility at scheduled/required time.
- Deviating from an approved location or being at a location not approved by Renewal staff.
- Refusing to submit to a breathalyzer or urinalysis testing.
- Introduction of drugs and/or alcohol.
- Possession of drugs and/or alcohol.
- Use of drugs and/or alcohol.
- Assaultive, threatening, or violent behavior (or otherwise attempted action) toward any Renewal staff or another reentrant.
- Being in an area with the opposite sex without the permission or presence of Renewal staff, including but not limited to inappropriate behavior, communication, and otherwise prohibited conduct and/or contact between reentrants of the opposite sex.
- Damaging, destroying, losing, or stealing Renewal property (valued at > \$100).
- Failure to turn in all income.
- Only two (2) reentrants are permitted in the bathrooms at the same time after lights out; restrictions will be placed on reentrants that do not follow this rule.

### **LIFE SKILLS AND EMPLOYMENT READINESS**

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

The following items are prohibited and not permitted during classroom attendance:

- any food or drink items
- cigarettes, cigars, or smokeless tobacco
- earbuds or headphones
- hats or head coverings

### **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 fifteen (15) working days arrival to the program.

### **Life Skills Instruction**

This is an important component at Renewal and an ongoing process. When people learn how to master the basic skills of life such as managing 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 Employment Placement Specialist has a working relationship with several employers in the region. Staff actively participate with organizations such as the PA CareerLink 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 marketplace knowledge of staff.
- Receive job related information from the internet.
- Interview with a number of recruiters on and off-site
- Expectation of maintained employment for placement duration

Ordinarily a federal reentrant will meet with a representative from US Probation within fourteen (14) days following arrival at the facility.

### **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. You must attend recreation orientation or see Recreation Coordinator to learn the rules before participating.

### **CASE MANAGEMENT EXPECTATION**

Within the first 10 days all reentrants will meet with their Case Manager for initially established Individualized Program Plan (IPP) to assist in the development of a reentry plan. Thereafter, every 14 days Progress Reviews (PR) are conducted to assess progress toward goals, treat status/compliance (if applicable), and any potential barriers toward successful reentry. The Program Review Team (PRT) meets monthly to discuss overall reentrant goals, objectives and other contributing factors either hindering from or leading to a reentrant's movement to another program component. The PRT consists of one or more of the following: the Federal Case Manager Supervisor, Employment Placement Specialist, Case Manager, Community Treatment Services (CTS) provider, the US Probation Office and the Bureau of Prisons (if available). Based upon positive and/or negative outcomes discussed during PRT, a reentrant's movement from or remaining in a program component can be determined.

### **IDENTIFICATION CARD**

Reentrants whereabouts must always be accounted for both inside and outside of the facility. To manage this information accurately, Renewal, Inc. is equipped with a computerized reentrant

management system. At orientation, all reentrants will be given a color-coded photo identification card. This card must always be with a reentrant and clearly visible. Reentrants must have their identification card when entering and departing the facility; as well as being worn, on a lanyard, around their neck when participating in any activities within the facility. Without identification, a reentrant will be denied access to recreational activities, entrance to the dining hall during mealtimes, etc. Renewal staff will use it for physical headcounts, as well as logging reentrant movement in and out of the facility. Case Manager, Employment Placement Specialist, or designee will verify your attendance at all required appointments inside and outside of the facility. Non-compliance with ID cards and associated procedures is a program violation that can be addressed through informal sanction; however, repetitive violations could result in disciplinary action and formal sanctions.

**\*NOTE\*** Reentrant's ID tag must be visible and worn on a lanyard and around their neck at all times when inside any of the buildings.

### WEEKLY SCHEDULE

All reentrants must complete a weekly schedule for submission to their Case Manager, no later than the specified time determined by their case manager, (usually a week in advance). A reentrant's schedule must be approved by their Case Manager for them to be permitted to leave the facility for any approved activity or authorized absences. This schedule should include job search, work schedule, medical appointments, CTS session, passes of any other type and duration, and all other planned appointments. **Changes should be kept to a minimum and will only be approved or authorized by Case Manager or Federal Case Manager Supervisor. There will be no time extensions for work or any other pass type unless approved by Case Manager or Federal Case Manager Supervisor.** Reentrants will not be permitted to leave the facility unless pre-approval is completed and entered into the system by Case Manager or Federal Case Manager Supervisor. Case Manager or Federal Case Manager Supervisor will provide a reentrant with a computer-generated copy of approved schedule.

**Commented [AM1]:** What is the specific time determine. For consistency purposes, it should likely be a X day for federal component, so that there is no confusion or misinformation (i.e.: this one is doing it on this day, that one is being on this day, etc.). If "Thursday" was kept elsewhere, then should be maintained throughout. If another day was identified, then it should be noted here too. Whatever you pick, just stick with it. Because of the irregular work week/hours of CM's, might want to look at a Tuesday, Wednesday, or Thursday (or a day that everyone is schedule to be at work).

### WAKE-UP AND DESTINATION PROCEDURES

**All reentrants must return to the facility by 9:00 PM, unless working or at a medical appointment. Reentrants shall not be out of the facility for more than 12 hours at a time without authorization. Unless it is an overnight pass, Renewal must receive authorization from the BOP for any reentrant to be outside of the facility. Will be assessed on a case-by-case basis.**

Wake-up time Monday through Friday is 6:30 am and lights out is 11:30 pm. If you work late and return to the Center after 11:30 pm you are permitted one (1) hour of wind down time followed by eight (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 eight (8) hours of sleep is only for reentrants who return to the Center after 11:30 pm 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 midnight (12:00 am) 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.

A reentrant's Case Manager will enter your daily and weekly schedule into the computer. Only Case Manager, Federal Case Manager Supervisor or Director of Reentry Services can approve a reentrant to being outside of building or sign a reentrant out of the facility. Reentrant may be

approved for an authorized absence at an approved site as long as accountability is always maintained and contact can be established to or by the reentrant with Renewal. Reentrants must return by the designated time, or earlier if their approved activity concludes ahead of schedule. Any delay must be reported, and reentrants are required to contact Renewal to obtain approval and authorization from the appropriate staff. A Case Manager must pre-approve all location and destinations a reentrant is permitted to visit. Travel of any kind is not permitted between reentrants unless it is directly supervised and accompanied by an authorized Renewal staff member or another authorized agent. Deviations from any pre-approved authorized absences are not acceptable and are subject to disciplinary action. This includes meeting a family member, friend, or another reentrant while on any approved community activity. Reentrant's must report back to the center after each approved activity, as multiple destinations for the same authorized absence are not authorized or appropriate.

When entering and exiting the building, reentrants are expected to conduct yourself in an orderly and appropriate manner. Security staff are responsible for logging movement when a reentrant is entering the building and/or exiting the facility. Reentrants must always follow the directions and instructions from staff. Failure to do so may result in disciplinary action including removal from the program.

#### **STANDING HEAD COUNT**

Ten head counts are conducted daily and most of the counts are standing head counts. At least five (5) minutes prior to head count occurring, reentrants are to cease all other activities and return to their assigned rooms. If it is a standing count, reentrants are expected to stand at their assigned bed with their ID card visible and attached to a lanyard around their neck. All movement will be restricted throughout the facility until the head count has been completed. Reentrants will not be logged out of the facility during this time. If a reentrant is authorized by staff to be anywhere else in the facility, they must remain there until the count has been concluded. Case Manager or other authorized staff members will notify security staff, or whomever is conducting count of a reentrant's whereabouts. Once the headcount 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 of the headcount procedures will result in disciplinary actions.

#### **JOB SEARCH GUIDELINES**

Reentrants shall obtain gainful employment within twenty-one (21) days of arrival at the facility and must continue to search for a job until a job is secured. Those who fail to comply or are unwilling/unable to acquire employment can be subject to program restrictions and disciplinary action.

During any period of unemployment, reentrants must actively be job searching during placement at Renewal. Authorized time period for job search is Monday through Friday, only between 8:00 am – 12:00 pm and/or 1:00 pm – 5:00 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 Case Managers with a daily job search itinerary to include the name, address, and telephone number for specific employers. Reentrants are required to turn in their job search form daily after returning from job search activities. The form must be complete and must include 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 subject to disciplinary action.

Each reentrant must fill out the appropriate columns of the job search form. All entries must be legible.

Any potential employer a reentrant speaks to concerning employment should sign on the job search form next to name, address, phone number section for potential employer. If the individual is unwilling/unable to sign the job search form, please mark "refusal to sign" and include the business telephone number in the column.

Reentrants are required to return to the center immediately after the last job contact. Reentrants are accountable for all time in the community during an authorized activity. Not knowing the time or losing track of time is not an excuse.

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.

Reentrants are not permitted to deviate from approved job search locations to meet family, friends, or other reentrants. This is a program violation and, if discovered, reentrant is subject to disciplinary action.

Reentrants should dress appropriately when on an approved pass for job search activity. If you are not sure about appropriate dress, see Case Manager, Employment Placement Specialist, or Federal Case Manager Supervisor. Reentrants are not permitted to visit any potential employment locations other than those listed on their job search form.

Reentrants are not permitted to search for a job with another reentrant.

Job search forms must be submitted forty-eight (48) hours in advance and approval is based solely on those employers actively hiring.

### **JOB PLACEMENT**

Renewal, Inc. has an Employment Placement Specialist to assist reentrants in searching for and finding a job. The vocational aptitude and interest tests results from the IPP are used to identify job opportunities fitting a reentrant's interests and skills. Services and assistance from EPS are available for the duration of a reentrant's placement. Additionally, it is important that reentrants work closely with Case Manager to schedule these activities. Employment that requires driving will be considered on a case-by-case basis.

### **EMPLOYMENT**

Reentrants are expected to be gainfully employed on a full-time basis during placement at Renewal Inc. Jobs paying cash or those identified as "under the table" positions are prohibited. Employment must be a wage paying job, paid by check or direct deposit, with required taxes and other withholdings being deducted from paycheck. A reentrant is not permitted to quit employment without giving notice and having other employment. Reentrants are not permitted to be self-employed and/or work with or for a family member without the approval from the RRM. The Case Manager or Employment Placement Specialist will provide reentrant's employer with legal status notification and an employment agreement that must be signed by employer prior to first day of work. Renewal Inc. must be able to always contact a reentrant at the jobsite and work location, including but not limited to verification and communication with a supervisor or other identified representative from employer. As a part of on-going employment verification, reentrants must submit a pay stub to Case Manager immediately upon receiving paycheck.

**Reentrants are expected to obtain employment within 21 days following arrival at the facility.**

## HOME CONFINEMENT – ELECTRONIC MONITORING (GPS TRACKING)

Renewal, Inc. utilizes electronic monitoring, with GPS technology for all reentrants on home confinement to monitor and track all movement on 24/7 basis. To ensure proper accountability, the electronic monitoring device will be installed and activated prior to a reentrant's movement from the facility to home confinement. Any identified deviation from the reentrant's approved schedule is a major program violation subject to disciplinary action, including being required to return to the facility, and/or removal from the program. Any reentrant that attempts to or in any way alters, damages, or removes electronic monitoring equipment is subject to disciplinary action, including being required to return to the facility, and/or removal from the program.

Renewal, Inc. reserves the right to place any reentrant being housed in the facility on electronic monitoring with GPS technology. The determination will be reviewed and determined on a case-by-case basis. If the decision is made to do so, Renewal, Inc. will advise the BOP and/or USPO of their decision to do so.

If required to wear GPS monitoring equipment, a reentrant is responsible for ensuring the equipment is adequately charged, whether or not a reentrant is housed in the facility or on home confinement. Additionally, reentrants are responsible for notifying a Security Supervisor immediately if alerts are received from the device. \*NOTE\* Reentrants are financially responsible for any lost or damaged GPS monitoring equipment. Refusal to comply with or wear required GPS equipment can result in disciplinary action including removal from the program.

**Commented [AM2]:** Just confirming that this is only person/position inmate's are expected to goto for this issue? Should their not be others?

## PASSES AND FURLOUGHS

Renewal, Inc. reentrants can earn greater frequency and duration for passes depending on their program component and status within the program. A reentrant should speak to their Case Manager if they have any questions, concerns, or are unclear about their status in accordance with Renewal's established pass procedures.

Passes and furloughs are allowed only to pre-approved site- locations. A reentrant must provide an itemized phone bill, ordinarily for release residence only, to be reviewed for consideration prior to final determination by Case Manager or designee. The itemized phone bill must ensure and verify there are no features including but not limited to call waiting, call forward, three-way calling, etc. For continued compliance and approval, reentrant's must submit these telephone bills monthly to Case Manager. Any pass destination location that is not a residential address or similar location, must include a landline telephone number and contact person for verification by Case Manager, for the proposed activity location. It is the reentrant's responsibility to get all the necessary and required information to Case Manager for verification – it will not be approved if incomplete or unable to be verified. While on an approved pass, reentrants are expected to be at the approved location only. Required and random accountability calls are required and will be conducted for the entire duration of the activity. Departing or leaving the approved location for any reason without prior authorization by staff is a major program violation and will result in disciplinary action including removal from the program and/or immediate cancellation of the pass activity requiring return to the program. Leaving your pass site without prior authorization is a major program violation that can result in disciplinary sanction including removal from the program.

Bureau of Prisons (BOP) reentrants must be compliant with their IPP and submit monthly telephone bills to be considered for passes. Reentrants can request a furlough, through their Case Manager, which must be reviewed for eligibility and appropriateness. Once all necessary and required information is provided by the reentrant, Case Manager will submit furlough request to the RRM Office for review and consideration. Furloughs are reviewed for approval/disapproval at

the discretion of the RRM or designee.

Prior to going on an approved pass or furlough, reentrants are required to submit a detailed itinerary of requested activity to ensure their whereabouts are always documented and accounted for the duration of the proposed activity. This itinerary must include locations, addresses, telephone numbers, and contacts. All itineraries are subject to review by Case Manager and/or Federal Case Manager Supervisor. All movement while on pass or furlough must be pre-approved prior to the activity occurring.

Passes will be granted with increasing increments of time (up to 48 hours) based on the compliance with the rules and regulations during prior authorized absences (i.e., successful accountability contact to and by reentrant, complete documentation required to verify whereabouts, no deviation for pre-approved location, etc.) The BOP is the final approving authority for furloughs of any type and will be assessed by the RRM or designee on a case-by-case basis. Failure to follow these required guidelines will result disciplinary action and including removal from the program; as well as, jeopardizing future decisions made regarding pass and/or furlough requests.

#### **BUDGETS**

Reentrants will develop a financial responsibility plan, with their Case Manager, during the development of your Individualized Program Plan (IPP).

**Reentrants are not permitted to have more than \$100 cash in their possession at any time while in the facility. Additionally, reentrants are only permitted a maximum of \$50 during authorized drop-off times. Anything in excess of \$100 cash is considered contraband and will be confiscated pending further investigation.**

#### **WORK DETAIL ASSIGNMENTS**

A reentrant's living space is their responsibility. Their bed is to be neatly made daily. It is the reentrant's responsibility to launder bed linens and towels weekly. A reentrant's clothing is to be kept clean and stored in their assigned locker along with other personal belongings. Personal items, except for shoes, are not permitted to be stored under their beds; however, nothing is to be stored or placed on top of their locker. Clothing is not permitted to be hung on their bed. Reentrants will assist in the daily cleaning of their assigned room, living space, and floor. On a scheduled basis, reentrants may be assigned to work in the kitchen and cafeteria. Reentrant work detail assignments will be overseen by Case Manager and/or security staff; however, reentrants are responsible for meeting these obligations. Any reentrant not working, searching for a job, or participating in approved programming activities are subject to assignment to a detail to perform work at the facility, as a part of Renewal, Inc's sanitation and housekeeping program.

#### **Sanitation and Housekeeping Plan**

It is the expectation that all reentrants will clean within the facility. Cleaning assignments are scheduled and supervised by staff members responsible for a particular floor within the building. A reentrant is expected to maintain a clean living/sleeping area and to assist in the upkeep of their general living area, including but not limited to cleaning floors, restrooms, showers, etc. A detail list outlining proper cleaning procedures is posted on each floor. In accordance with detail assignments, reentrants are expected to complete assigned work detail as required. A reentrant is subject to disciplinary action, including but not limited to restriction to the facility, if assigned work details are not completed, until it is properly completed.

It is still the reentrant's responsibility, even if searching for a job or on another authorized absence

outside of the facility. A reentrant must notify their Case Manager, or designee, at least 24 hours before the assigned completion of work detail to ensure adequate time is provided for reassignment of duties.

#### EXPECTATION FOR PERSONAL SPACE

Beds are to be made neatly, everyday using a hospital fold. Please ask a staff member for assistance if you are unsure how to make a bed in this manner. Nothing should be kept on top of the bed except for a pillow. Reentrants will be assigned a locker and are not permitted to use any locker not assigned to them or to use an empty one. All clothes should be neatly stored in assigned locker. Nothing is to be placed or stored on top of the locker. Specifically, socks and underwear are to be folded and stored neatly on the top shelf, personal items are to be on your second shelf, all clothes are to be hung on hangers/hooks, and all papers and books should be stored on the bottom shelf of your locker. The bedside shelf must be free of clutter and only permitted to have family photos, religious/recovery material, an alarm clock, and writing material. The floor of the room is to be swept and mopped daily. All furniture, including the locker, shall be dusted daily. Shoes are to be stored neatly under your bed. No radios or speakers of any size or type are permitted.

A reentrant will be assigned the following items during placement at Renewal, Inc. Items assigned to a reentrant during their placement at Renewal are the property of Renewal Inc. and are expected to be returned in the similar condition that they were issued other than for what normal wear and tear from normal, regular use.

#### EXPECTATION FOR COMMON AREAS

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 are 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. The 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.

Trash cans – Are to be emptied every day.

Walls - Are to be spot cleaned of marks daily.

Vandalism or damage of Renewal, Inc's property will not be tolerated. The reentrant or reentrants responsible are subject to disciplinary action, including but not limited to monetary restitution being imposed by the Discipline Hearing Officer (DHO) or an appropriate court of jurisdiction (if outside law enforcement is involved). Each instance is reviewed and accessed, by Director of Reentry Services and/or Vice President of Programs, on a case-by-case basis either through formal discipline sanction or outside prosecution.

#### MEAL AND FOOD PREPARATION

All meals are provided by the facility. No food items are permitted to leave the dining area. Snack items are permitted in the communal area on a reentrant's assigned floor only.

**Food and drink are not permitted in shared living areas or sleeping rooms.**

Renewal, Inc. is equipped with a full-service cafeteria and kitchen. The hours of meal service and monthly menus are posted. Three hot meals are served daily. If a reentrant is scheduled to be out of the facility during a meal, a bag meal is available, or a late plate will be available if their return is after evening meal. In either instance, it is the reentrant's responsibility to sign up for special meal services to ensure kitchen staff is aware. Case Manager will verify a reentrants request.

Kitchen staff and reentrant workers are required to serve portions to ensure that an adequate amount of food is prepared and provided to all reentrants. Reentrants who do not comply or circumvent this procedure can be subject to disciplinary action. No food or drink is permitted to leave the cafeteria.

Any special dietary requests/needs for medical, dental, or religious purposes must be submitted to Case Manager for review and verification. Once verified Case Manager Staff will notify Director of Facilities and Food Service to see if special dietary requests are feasible and can be approved.

## **MEDICATION**

Reentrants are not permitted to store medications in their locker or keep them on their person (to include but not limited to over-the-counter medicine and vitamins or supplements). All medications, except for nitroglycerin and inhalers, must be stored in the medication rooms, and must be verified and prescribed by a licensed physician. This includes anything a reentrant may arrive at the facility with, including all the instructions regarding the use and dosage of information. Reentrants are required to take their medications as prescribed and are responsible for notifying Case Manager when prescriptions are getting low to ensure a refill is obtained. Medications requiring refrigeration shall be maintained in a secured refrigerator for medication only, while medications not requiring refrigeration will be stored appropriately in a locked cabinet or drawer in secured medication area. Reentrants may receive medications, including over-the-counter medicines, only during designated daily distribution times.

Exceptions will be made if a prescription medication must be taken outside of these times. In such cases, the reentrant is responsible for going to the front desk near the entrance of either building at the required time or requesting medication from the appropriate staff. Reentrants must sign the medication form for any to-go medications. For medications administered on-site during med line, the electronic medical record signature is required. All medications must be taken as prescribed and issued by staff. Prescribed insulin and used needles for administration of the insulin shall be stored and disposed of appropriately, following use, into a medical waste container.

A prescription medication log shall be maintained in the reentrants Electronic Health Record and in a locked cabinet and include the following information:

1. Name, strength, and dosage of prescribed medication.
2. Name and federal register number of the reentrant.
3. Time and date the reentrant was given prescribed medication.
4. Dosage amount of prescribed medications given to reentrant.
5. The amount of prescribed medications remaining.
6. Confirmation the reentrant was observed taking the medication.

Appropriate medication records are maintained for all prescribed reentrant medication maintained at the facility. Medication records are property of Renewal, Inc. and records will not be furnished or provided to any reentrant without authorization by the Chief Executive Officer (CEO) or designee, BOP consultation, authorized/approved medical records request, and/or Court Order.

## **URINALYSIS**

On a random basis, or upon request from staff, a reentrant may be required to produce a urine sample for testing and will be collected in the designated first-floor restroom under direct observation and supervision of a staff member. The specimen will be provided into an appropriate specimen cup; an appropriate chain of custody form completed and signed; safety seal/label is applied and secured to specimen cup after being initialed by reentrant and staff; secured specimen cup and chain of custody form are placed in a locked refrigerator. The reentrant is required to sign the urine logbook, and the date/time of collection and staff member will initial entry. After being notified by staff, reentrants have a 2-hour time period to produce a urine sample and if unable to do so, reentrant must remain on the first floor until sample is produced, or 2-hour time period has lapsed. After 2 hours, it will be considered and treated as a refusal. The refusal to produce a urine sample will result in an incident report and will be subject to a disciplinary sanction.

## **CLOTHING AND PERSONAL ITEMS**

A reentrant is restricted to the type and amount of clothing items and personal belongings permitted during placement at Renewal, Inc. There are no exceptions to the authorized/approved list, so please ensure to read it carefully. Reentrants may replace clothing with the written approval/authorization of Case Manager and/or Federal Case Manager Supervisor. Clothing or personal items more than permissible will be confiscated, and reentrant is subject to disciplinary action. Renewal is not responsible for any items lost, stolen, damaged or abandoned due to negligence on Reentrant's behalf, i.e. leaving locker door open, items unattended out in the open, etc. Clothing and other items left at the Renewal Center will be stored for (14) days. After that time, the articles will be disposed of.

Any personal property (i.e.: clothes, personal belongings, etc.) more than approved/authorized amount is considered contraband, is subject to confiscation, and treated accordingly.

All laundry, for those reentrants in the facility, should be completed using the washers and dryers provided and located in each building. Reentrants are not permitted to take laundry in and out of the Centers.

## **DRESS CODE**

Appropriate casual dress is always required. Reentrants must not wear tight-fitting and/or revealing clothing such as 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 always be worn inside the building. No slippers, sandals, or shower shoes are to be worn in the recreation area or at any in-house meeting. Tank tops are also prohibited at any in-house meeting. Reentrants must not wear any clothing that is inappropriate, offensive, distasteful, or suggestive of street gang attire. Staff reserve the authority to require a change of clothing if attire 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 must wear appropriate clothing to sleep. No one shall sleep nude, partially nude, in undergarments, or in attire considered/identified as "street" clothing. No exposed face or skin piercings are permitted, except for pierced ears.

## **LOCKERS AND SECURING PERSONAL ITEMS**

Reentrants will be issued a combination lock that should be used to secure personal belongings inside assigned locker. The combination for the lock will be provided to a reentrant when housing assignment is received. A reentrant is responsible for ensuring that their locker is closed and secured, remember the lock combination, and ensure other reentrants do not have the

combination nor share it. Renewal staff can search and/or inspect a reentrant's locker at any time.

#### **VISITATION INFORMATION AND GUIDELINES**

Visitation is permitted for one (1) hour daily as scheduled through Case Managers and Security Supervisors. The visitation schedule is the same for both buildings and can occur Monday through Friday (between 8:00 am – 10:00 am) and Saturday and Sunday (between 8:00 am – 1:00 pm); however, are only one (1) hour in length.

**Monday through Friday (8:00 am – 10:00 am)**  
**Saturday and Sunday (8:00 am– 1:00 pm)**

Visitation requests are to be submitted to your Case Manager in advance along with your weekly schedule. Visitation is subject to proper planning and requests not allowing adequate time for review and verification may not be approved. Case Manager will inform reentrant once the visit request is approved.

Visitation is limited to no more than three (3) visitors, including children, per/visit. Anyone under the age of eighteen (18) must be accompanied by an adult. All visitors are required to present valid photo identification upon arrival and must not be currently under any type of probation or parole supervision. For security purposes, all visitors are subject to search prior to entry. Visitors must proceed directly to the designated visitation area as directed by Renewal staff and are expected to remain within this area for the duration of their visit. At the conclusion of visitation, visitors are to promptly leave the designated area and exit the facility as instructed. The visitation areas are clearly defined, and visitors are not permitted to leave these areas at any time during their visit. Visitors who arrive after their reentrant's visitation group has been escorted may be denied entry. Visitation is a privilege requiring reentrants and their visitors always conduct themselves in an appropriate respectful manner. Any form of inappropriate contact between reentrant and any of their visitors, including but not limited to fondling or groping, is strictly prohibited. Any behavior that disrupts another reentrant's visit, interferes with facility operations, or the Renewal staff performance of duties will not be tolerated. Any violations of visitation guidelines may result in disciplinary action against reentrant, including loss of visitation privileges overall and/or restriction of a particular visitor(s) being prohibited from visiting in the future. Additionally, the expectation is that a reentrant ensures all their visitors know the guidelines; as well as, all visitors ensuring they uphold proper standards of conduct for the duration of their time in the facility.

#### **MAIL**

Mail is delivered to Renewal, Inc. daily except for Sundays and all Federal holidays. Renewal reserves the right to inspect any incoming or out-going mail that may pose a threat to the security and orderly operations of the facility, pose a risk toward staff and other reentrants, or may be suspected of being contraband. A reentrant is prohibited from receiving cash or checks via incoming mail; however, money orders are permitted. After mail has been received, it is sorted and provided to Case Manager to distribute and deliver to a reentrant. Reentrants are not authorized, for any reason whatsoever, to utilize the physical address at either facility and/or Renewal, Inc's corporate office, including but not limited to the Clerk of Courts, Judge's chamber, law office, bank, insurance, magazine subscription and/or any other personal, professional or legal contact. All reentrant mail addressed to and received at either facility or the Corporate Office for Renewal, Inc, will be returned to sender. NO EXCEPTIONS WILL BE MADE.

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

**For the duration of placement at Renewal, Inc., the mailing address is:**

<b>Male: (Full Name)</b> <b>PO Box 23430</b> <b>Pittsburgh, PA 15222</b>	<b>Female: (Full Name)</b> <b>PO Box 23070</b> <b>Pittsburgh, PA 15222</b>
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**DISCIPLINE POLICY AND PROCEDURE**

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

Behavior that deviates from established standards will be assessed in the context of the reentrant’s overall program plan, considering the impact on others as well as the effect on the orderly operation of the facility. Staff will endeavor to address minor infractions through counseling, verbal warnings, and informal resolutions. However, depending on the nature, severity, and frequency of the prohibited conduct, **formal disciplinary sanctions may be necessary, required, and warranted.** When a reentrant is believed to have committed a prohibited act, informal or formal discipline may result.

- Minor program violations can result in informal sanctioning (i.e.: extra duty, etc.); however, repetitive, and/or reoccurring incidents will be managed through progressive discipline and formal sanctioning.
- Major or serious violations can result in formal sanctioning. If found guilty formal sanctioning will occur.
- The reporting staff member will prepare an incident report and will ordinarily be delivered to the reentrant within 24 hours from the time staff became aware of the alleged commission of a prohibited act(s).
- RRC staff delivering the incident report will be noted along with the date/time of delivery to the reentrant. Thereafter, an investigation of the incident report and alleged prohibited act will ordinarily be assigned and conducted within 24 hours. This includes any statements made by the reentrant and provided to the investigating staff member. The reentrant may request a staff representative and call available witnesses for the Center Discipline Committee (CDC) hearing.
- A formal CDC Hearing will ordinarily be completed within 5 days from the time staff became aware of the incident, excluding weekends and federal holidays. If the CDC renders a decision/sanction, ordinarily for minor violations, a chairperson and second staff member are required to conduct the hearing; however, only one staff member is required if a serious prohibited act. After CDC determines findings and recommendations, ordinarily for major violations, it will be forwarded to the Discipline Hearing Officer (DHO).
- The DHO will review the CDC packet and make the final decision on the prohibited act(s). After the DHO certifies on the CDC hearing decision, the reentrant will receive written notice of findings and a copy of the CDC report. Thereafter, the reentrant has the right to appeal the findings through the Administrative Remedy Program, via BP-10/BP-230 to the Regional Director.

**\*NOTE\* Renewal, Inc. follows all BOP policy regarding Inmate Discipline.**

## **GRIEVANCE PROCEDURE**

During a reentrant's placement, they can utilize grievance procedures on any condition or action 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's complaint, verbally or in writing, to their Case Manager for review, consideration, and an attempt to informally resolve. If it cannot be resolved informally, the reentrant shall submit a formal written grievance to Case Manager. If they are unable to do so on their own, RRC staff shall assist a reentrant filling out the grievance form. The reentrant's grievance will be transmitted to the Federal Case Manager Supervisor.

### **Second Level**

Within five (5) working days, the Federal Case Manager Supervisor or their designee shall review the grievance and investigate the matter. Thereafter a staff representative for reentrant filing grievance and another staff member shall attend a grievance review meeting, whereas resolution shall be attempted.

### **Third Level**

The Federal Case Manager Supervisor and Director of Reentry Services shall receive the grievance and all comments from Case Manager and grievance committee meeting. At the request of the reentrant, a staff representative, Federal Case Manager Supervisor, and Director of Reentry Services or their designee may be invited to attend this meeting. If possible, a mutually agreeable solution shall be sought. Regardless of outcome a written decision shall be presented to the reentrant within two (2) business days following the meeting.

## **REQUEST FOR ADMINISTRATIVE REMEDY**

If reentrant disagrees with outcome of informal resolution, they may submit a BP-9/BP-229 to the Residential Reentry Manager (RRM) within twenty (20) calendar days from the date on which the basis of the request occurred. Timely submission is critical to ensure proper consideration of grievance. Failure to file within this period may result in rejection of the request, except when a valid reason for the delay is demonstrated. Ordinarily, Case Manager or Federal Case Manager Supervisor will provide the documentation to the reentrant. Additionally, if the reentrant considers the issue to be sensitive in nature, procedures for sensitive issues should be followed.

Copies of the Request for Administrative Remedy can be obtained through Case Manager or Federal Case Manager Supervisor; however, it is responsibility of the reentrant to mail the completed request and all relevant supporting documentation to the BOP and specifically to the Pittsburgh RRM office.

## **CELLULAR PHONES**

Reentrants are permitted to possess one (1) cell phone during their placement at Renewal Inc. Prior to securing and/or possessing a cell phone, a reentrant must inform Case Manager of their intentions to ensure a Cell Phone Agreement is completed in advance of possession and authorized use.

Below is a list of general guidelines for the possession and use of cell phones while in the facility:

- Reentrants are not permitted to use the facility as cell phone billing address.
- Reentrants will be eligible to possess/use one cell phone during their placement, unless

specifically denied by Renewal, Inc., the BOP, and/or the USPO staff. Any reentrant requesting approval to possess more than one cell phone during placement must request permission and will be reviewed on an as needed, case-by-case basis.

- Reentrants may be prohibited from having/using a smartphone and are encouraged to see their Case Manager if questions exist or additional discussions need to occur.
- Reentrants must complete the Cell Phone Agreement form and shall submit the phone for review and inspection by security staff upon entrance to the facility or at any time thereafter. A copy of the agreement will be provided to reentrant upon request.
- Reentrants must comply with all rules and regulations outlined in the Cell Phone Agreement, including knowledge and consent to phone being searched by staff at any time.
- Renewal Inc., and or BOP/USPO are not liable for any lost, damaged, or stolen devices if it is determined that the Reentrant was negligent.
- Reentrants are not permitted to record (i.e.: audio, video, or otherwise) inside the facility and/or any Renewal, Inc. staff, facility activities, other reentrants regardless of jurisdiction. Those found to be violation will have the device confiscated and are subject to disciplinary action, including removal from the program and/or arrest and prosecution depending on the severity of prohibited act.
- Reentrants are prohibited from using cell phones on the first floor of either building; while in staff offices, while medication is being issued, in cafeteria, hallways, or recreation areas; and during a count, fire drill, group activity, or any other facility activities. Sleeping rooms and common shared access rooms on the floor where housed are the only acceptable locations where cell phone use is permitted. Reentrants are not permitted to make voice calls from "lights-out" until 5:00 AM. Text messaging and internet usage is permissible if a reentrant is on their "cool down" period after returning to the facility from work. While in the facility, reentrants must keep their phone on silent/vibrate.
- Reentrants found in possession of an unauthorized cell phone will have device confiscated and treated as contraband.
- Regardless of jurisdiction, reentrants are not permitted to use another reentrant's cell phone and are prohibited from allowing another reentrant to use their approved cell phone. Violations of this procedure and any circumvention of the process are subject to disciplinary action including confiscation of the device and not being returned to the reentrant it belongs to.
- It is expected and required that a reentrant must answer any calls made by and received from Renewal, Inc. Failure to do so will result in disciplinary action and may result in confiscation of the device pending further action.
- Any abuse or continued misuse of a cell phone will result in a reentrant's temporary or permanent loss of cell phone privileges.

**Commented [AM3]:** Just confirming you are comfortable with the language?

## ESCAPES

Renewal, Inc. is a Residential Reentry Center (RRC) that includes housing federal offenders under the custodial authority of the Bureau of Prisons or as a Modification of Supervised Release with the US Probation Office. The premises are electronically monitored with 24-hour video surveillance and alarms. Staff members within the security department, including Community Corrections Monitors (CCM) and Security Supervisors, are on duty 24/7 and do not carry firearms or other weapons. Those reentrants departing the facility without authorization, fail to return by required time, or are otherwise unaccountable will be reported to the appropriate authorities immediately and are subject to disciplinary action; as well as arrest and prosecution as an escaped federal reentrant or absconding from Supervised Release conditions. The determination as to whether a reentrant is placed on escape and/or abscond status includes but is not limited to the following:

- Exiting the first set of doors on the first floor of either building without authorization or exiting the facility through a window or fire escape.

- Failing to return to the facility by the required time.
- Deviating from an authorized location and/or being at an unauthorized location while on approved activity.
- Being arrested and/or in law enforcement custody for new criminal conduct.

**ACTIVATING, TAMPERING, OR DAMAGING FIRE EQUIPMENT**

The facility’s fire alarm and suppression system should only be activated in the event of an actual fire. Renewal, Inc. has a zero-tolerance policy for the deliberate and intentional setting/causing of a fire, triggering false alarms, and/or tampering with or damaging fire safety/suppression equipment – including but not limited to fire alarm pull stations, sprinkler heads, smoke detectors, and/or fire extinguishers. Such action constitutes a major program violation subject to disciplinary action, including removal from the program; as well as arrest and prosecution by the City of Pittsburgh Fire Investigation Unit and/or other legal penalties.

**RELEASE FROM RENEWAL**

On your scheduled release date, Case Manager, Federal Case Manager Supervisor, or other appropriate staff will release a reentrant from the facility, once authorized by the BOP. If there is a term of Supervised Release following sentence, reentrant is expected and required to report to the US Probation Office within 72 hours of your release. If you are housed at Renewal as a condition of your Supervised Release, the US Probation Office will provide further instructions prior to discharge.

All Renewal issued property will be collected by a staff member prior to release. Any damaged, missing, or stolen items are subject to disciplinary action including a formal incident report that could delay a reentrant’s release.

**SATISFACTION SURVEYS**

On a monthly basis, a reentrant may be asked to complete a satisfaction survey. Honest and confidential answers will help us evaluate the effectiveness of the program and assistance received from appropriate staff for the duration of placement.



**PREA (PRISON RAPE ELIMINATION ACT)**

PREA (Prison Rape Elimination Act) is committed to ensuring a safe and secure environment for all individuals residing in correctional facilities (including community corrections settings).

Reentrants are prohibited from engaging in any sexual acts, including sodomy, with other reentrants or staff within the center. There is a zero-tolerance policy regarding sexual abuse, assault, or harassment of any type under any circumstance.

Allegations of sexual abuse or harassment may be reported in writing to:

**Department of Justice  
Federal Bureau of Prisons  
Pittsburgh Residential Reentry Management Office  
1000 Liberty Avenue, Room 1315  
Pittsburgh, PA 15222  
Phone: (412) 395-7930**

Additionally, reports of sexual misconduct or assault may be made anonymously in writing to any staff member at Renewal, Inc., or verbally to the PREA Compliance Managers at Renewal, Inc.:

Renewal 1 (339 Blvd of the Allies) – Adam Zak - 412-697-1643  
Renewal 2 (704 Second Avenue) – Matthew Sloan - 412-246-2773