

**RENEWAL TREATMENT INC.**

**REENTRANT  
GUIDEBOOK  
  
FOR  
INPATIENT  
DRUG & ALCOHOL  
TREATMENT SERVICES**

**Renewal Treatment Inc.**

**704 Second Avenue**

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**Reentrant Guidebook**

**Updated 05/26/2026**

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# RENEWAL TREATMENT INC.

Pittsburgh, PA 15219  
412-697-0110

## WELCOME

Welcome to Renewal Treatment, Inc. The RTI objective is to assist clients in changing both substance abuse behaviors and criminal thinking patterns. We also address the special needs of those individuals involved at various levels of the criminal justice system. We are a structured treatment program that provides you with the tools to change addictive and criminal thinking and behavior. We utilize the Stages of Change Model; a Cognitive-Behavioral, Motivational Interviewing and a Person Centered Perspective. You will work with trained and credentialed staff to develop recovery strategies and thinking skills that will enable you to evaluate consequences in order to maintain a productive life upon release. We believe that individuals are responsible for their behavior and that you are able to change your thinking. By changing your thinking, you will be able to change your feelings and behaviors; however, the choices and the responsibilities are yours.

## USING THE GUIDEBOOK

This guidebook outlines the Renewal substance abuse treatment program. It is available as a reference for you during your stay at Renewal. **PLEASE ASK YOUR COUSELOR OR A SUPERVISOR** if you have any questions about the information contained in this guidebook.

## LOCATIONS

Renewal is an inpatient substance abuse treatment program for adults located at 704 Second Avenue in Pittsburgh, PA. This inpatient facility also serves as a community corrections treatment option for offenders from Allegheny County Drug Court, Allegheny County Jail, the Pennsylvania Department of Corrections, the Pennsylvania Board of Probation and Parole and the Federal Bureau of Prisons and Pretrial Services of the US District Court.

Renewal is a private, non-profit corporation, governed by a volunteer Board of Directors. It is licensed by the Pennsylvania Department of Health, Bureau of Drug and Alcohol Programs for both inpatient and outpatient treatment services. We are an ACA accredited program.

## CODE OF ETHICS

The employees at Renewal 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 reentrant 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 will not be released without your signature on the forms that govern all drug and alcohol treatment facilities.

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## RULES OF CONDUCT

During your treatment you will live as part of a community, both in and out of the Center. Your behavior is the result of choices that you alone make; therefore, you alone, are responsible for the consequences that result from your behavior. You are expected to stop and think before speaking and acting in ways that contribute to situations of conflict. The staff is here to assist and help you, but will not tolerate inappropriate, disruptive or abusive behavior. The Center is your home for the duration of your treatment stay and is to be treated with care.

The rules of conduct are very basic:

- You will remain substance free.
- You are not permitted to wear hats, hoods, and other head coverings, with the exception of religious head dresses.
- You are expected to treat the staff and your fellow reentrants with respect.
- Reentrants are not permitted on the elevator without an authorized elevator pass, designated on the reentrants' Renewal ID.
- Reentrants are not permitted to supervise other reentrants under any circumstances.
- Reentrants are expected to be awake, have their details completed, have their personal space in order, and be prepared for the treatment day **no later than 8AM**.
- Reentrants are expected to be present at all meals (breakfast, lunch, and dinner).
- Reentrants are expected to be present at all medication lines, if prescribed medications.
- Reentrants are expected to take all prescribed medications according to the Doctor's order. Reentrants are also expected to take over the counter medications as prescribed by the manufacturer and only if approved by medical personnel.
- All medication is to be stored in the medication room and ingested at the medication window. **No medications are to be held on the reentrants' person, in their property, or in their personal areas.** Exceptions to this rule will only be made if it is deemed a medical necessity by medical personnel.
- You are not permitted to lie down or sleep in your bed during the day unless you have special permission from the Medical Department.
- Lying down is permitted after the conclusion of afternoon group. On those afternoons when there is not an afternoon group, you are permitted to lie down after the last group of the day.
- You are not permitted to signal out the windows or any part of the building.
- Smoking is prohibited. If a reentrant is suspected of being in possession of or utilizing tobacco, lighters, matches, or other contraband related to smoking, they are subject to being searched on the spot, including strip searches. The smoking ban includes during outings and activities outside the Center.
- Reentrants are not permitted to make any major alterations to their appearance during their stay at Renewal Inc. (i.e. tattoos, hair color, hairstyle, etc.).
- All electrical devices must be approved by facility staff. Any electrical devices not approved by the staff will be considered contraband and subject to confiscation. Electrical devices can NOT have Wi-Fi accessibility.

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- Reentrants are not to approach staff in the hallways, common areas or any area that is not confidential to discuss case issues. This is considered interfering with staff in the performance of their duties.
- Reentrants will remain in bedrooms near their bunks, during standing headcount.
- Reentrants shall not tamper with sprinklers or smoke detectors. Any reentrant that pulls the fire alarm when there is not an emergency situation will be prosecuted.
- Reentrant are to go to their assigned counselor for individual needs. They are not to ask other staff for non-emergent needs.
- Reentrants are not permitted to engage in behavior that is manipulative in nature nor should they engage in staff splitting.
- Any time a staff member is engaged in addressing a reentrant, other reentrants are not to become a part of that interaction. If a reentrant intervenes while a staff member is addressing another reentrant or dispersing their duties, this will be considered a major program violation and subject to sanctions.
- Reentrants are not permitted to lend or borrow money or personal belongings from other reentrants or staff.
- 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 sell or trade personal items.
- Reentrants lockers are to be shut and locked at all times, when not in use.
- Reentrants are only allowed in their own room/sleeping area. Reentrants are required to sleep in their assigned bed.
- Hallway and common area lights are to remain on at all times.
- Reentrants are not allowed in the file room or med room for any reason.
- Reentrants are not permitted in staff offices without a staff person present.
- Reentrants are not permitted to engage in other activities during treatment sessions (i.e. read, color, puzzles, etc.).
- 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.
- Headphones are not to be worn during active treatment sessions (individual or group) or off the unit with the exception of Recreation Time.
- MP3 Players, and handheld radios must be used with headphones.
- Reentrants are not to have their feet on the furniture or walls at any time.
- Reentrants are not permitted to dominate the hallway telephones and are expected to share the phone privileges equally.
- All toiletry containers must be from a manufacturer and must contain an ingredients list.
- Reentrants are not to loosen, remove, or tamper with light bulbs, lockers, offices, etc.
- Reentrants are not allowed to bring any food or drink items down from the cafeteria.
- All food on units must be kept to a minimum and must come from the vending machines.

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## 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 belly shirts, etc.
  - No hats or head coverings of any kind are to be worn in the center at anytime (exceptions to be made for religious head coverings).
  - No slippers or tank tops are to be worn in the cafeteria/dining room 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  
Tank tops are not to be worn at any time.
  - Reentrants are not permitted to wear any clothing that is inappropriate, offensive, distasteful, suggestive of street gang attire or clothing with alcohol or drugs on it. Staff reserves the authority to tell you to change if your clothing is deemed inappropriate. Reentrants must be fully clothed and dressed appropriately outside the sleeping areas.
  - Reentrants shall wear appropriate clothing to sleep. No one shall sleep in the nude or in street clothing.

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## **FIRE ALARM EQUIPMENT –** **Activating, Tampering or Damaging**

Activating the facility fire alarm (**pulling a fire alarm pull station/activating fire sprinkler/introducing smoke to smoke detectors**) without an actual threat of fire is illegal and those responsible will be prosecuted to the fullest extent by the City of Pittsburgh Fire Investigation Unit.

Tampering, altering or damaging facility fire safety equipment (**smoke detectors, fire sprinklers, fire extinguishers, fire alarm pull stations, etc.**) is illegal and those responsible will be prosecuted to the fullest extent by the City of Pittsburgh Fire Investigation Unit.

Purposely starting a fire in a Renewal, Inc. facility, for any reason, is illegal and those responsible will be prosecuted to the fullest extent by the City of Pittsburgh Fire Investigation Unit.

The purposeful setting of fire, activation of a facility fire alarm without a threat of fire and tampering, altering or damaging of fire alarm equipment is punishable by significant monetary fine, jail time, or other penalties.

### **Possible Criminal Charges Include:**

- Arson
- Conspiracy to Commit Arson
- Criminal Mischief
- False Alarm to Agency of Public Safety
- Tampering with Fire Apparatus
- Causing or Risking Catastrophe

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## CONDUCT TOWARDS STAFF AND OTHER REENTRANTS

Reentrants are expected to maintain proper conduct toward staff and other reentrants. Obscene, abusive, profane, or threatening language is prohibited. Sexual innuendoes or comments directed towards staff or other reentrants are considered a major violation of program rules and PREA. Renewal will not tolerate behavior that is considered aggressive, abusive, or threatening in nature. This includes name-calling.

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.

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

Reentrants are to address staff as “**Mr. or Ms.**” along with their **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 Counselor, Clinical Supervisor, Security Staff, Unit Manager, or Director of Clinical Services.

## CONTRABAND

**All contraband items are not returned to the reentrant; the items are destroyed.** If they are found on a reentrant’s body, in his/her room, car, clothing, or anywhere in his/her control, he/she will be subject to disciplinary action that may result in revocation of reentrant status. All contraband items are destroyed.

Any items delivered to Renewal through mail or through a drop-off will be considered the reentrant’s property. Each individual will be held responsible for any items dropped off or delivered to him/her. This includes all contraband items and items purposely concealed.

Renewal reentrants are subject to personal pat-down searches and/or searches of property while in the center, out in the community and/or in vehicles. Locker searches may be conducted by Staff at any time and without notification. When deemed necessary, strip searches may also be conducted.

Renewal reentrants are subject to x-ray body scanner imaging when returning to the facility from outside pass or anytime there is probable cause to suspect a reentrant is in possession of contraband which has been concealed on their person. Only staff members 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

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x-ray screening equipment through the Department of Environmental Protection (DEP). Renewal, Inc. adheres to all DEP mandated safety regulations in regard to full body x-ray screening.

All reentrants are permitted to possess up to \$50 cash on their person while in the Center. If a reentrant is found to be in possession of money in excess of \$50, for whatever reason, the excess cash will be considered contraband and confiscated. The reentrant will be issued a receipt by the confiscating staff member which should be retained for the purpose of money retrieval. All confiscated money will be secured in a locked limited-access drop safe. The confiscated money will remain secured until the completion of an investigation into the reason for the excess cash has been completed. The confiscated money will only be removed from the drop safe after the Case Management Supervisor provides approval at which time an authorized staff member will retrieve the confiscated money.

If any reentrant finds any of contraband items anywhere in the facility, he/she must immediately report them to the staff on duty. Upon arrival at Intake, if you bring items into the building considered contraband, you have fourteen (14) days to remove these items; after fourteen (14) days, these items will be disposed.

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 UNDERPANTS

3 BRAS

1 BATHROBE

2 PAIR OF PAJAMAS

7 PAIR ATHLETIC SOCKS, SLACK SOCKS OR PANTYHOSE

3 PAIR OF SHOES (including boots)

1 TOWEL

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1 WASHCLOTH

1 PAIR OF SLIPPERS OR SHOWER SHOES

1 JACKET OR COAT

5 MAGAZINES OR BOOKS

1 MP3 Player (Cannot value over \$50) AND HEADPHONES

1 ALARM CLOCK w/out a radio

2 PICTURES

1 ELECTRIC HAND HELD DRYER

1 ELECTRIC CURLING OR FLAT IRON WITH AUTO SHUT OFF

1 NON ALCOHOL SHAMPOO

1 NON ALCOHOL CONDITIONER

1 NON ALCOHOL NON AEROSOL HAIRSPRAY

1 NON ALCOHOL MOUSSE OR GEL

1 TOOTH BRUSH (Manual or Electric)

1 TOOTH PASTE

1 NON ALCOHOL MOUTHWASH

1 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

ELECTRIC or DISPOSAL RAZORS

**\$50 CASH ON YOUR PERSON**

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Reentrants in need of clothes, hygiene and other personal items must provide a DROP OFF FORM to their Counselor/Clinical Supervisor for approval. Failure to do so will result in the items being DENIED

In addition, packages from Amazon, UPS, USPS, Fed-Ex, Temu, SHEIN, and the like including personal packages from family and friends is prohibited without prior approval by Clinical Supervisor. Failure to do so, packages will be considered contraband, confiscated and not returned, or will be returned to sender.

## MAIL

US Mail is delivered to the center every day except Saturdays, Sundays and holidays. Any mail that you receive will be given to you by your counselor. Renewal reserves the right to inspect any incoming or outgoing mail that may pose a threat to security or be suspicious for contraband. You are not authorized to give out Renewal, Inc.'s corporate address for any purpose whatsoever. This includes clerk of courts, insurance, bank, magazine subscriptions, attorneys, judges and any other personal, professional or legal contact. All mail addressed to you at Renewal, Inc.'s corporate address will be returned to sender. Reentrants are not permitted to receive personal checks through the mail. NO EXCEPTIONS WILL BE MADE.

Reentrants in need of clothes, hygiene and other personal items must provide an APPROVED CLOTHING LIST, their counselor. Failure to do so will result in the items NOT BEING ALLOWED, and CONFISCATED! See your counselor for approval of an Approved Clothing List.

In addition, packages from UPS, USPS, Fed-Ex, Temu, SHEIN, and the like, including personal packages from family and friends, are prohibited without prior approval by case management. Failure to do so, packages will be considered contraband, confiscated and not returned.

NO AMAZON PACKAGES ARE ALLOWED.

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.

Reentrants are NOT allowed to write individuals at other Institutions without permission from the reentrant's jurisdiction as well as the receiving facility.

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

## 704 Reentrants

(Reentrant Name)

704 Resident Mail

P.O. Box 23070

Pittsburgh, PA 15222

### **MONEY AND DROP OFFS**

Reentrants are not permitted to have more than \$50.00 on their person at any time. Money is to be used responsibly by reentrants.

Gambling and extorting money is strictly prohibited and considered a major program violation. Violators will receive sanctions. Responsible money management is an aspect of your treatment. Reentrants will receive money through the budget process every Wednesday and are responsible for budgeting their money to last a week's time.

Money as well as other personal items can only be dropped off during the designated times or if approved by a clinical supervisor. Reentrants are to complete a drop off form and submit to their Counselor by the end of the business day. **Drop offs are accepted on an as needed basis for emergencies only.** The exception is an initial drop off in the first 7 days of your arrival to Renewal, Inc. from an outside institution. Any items dropped off to the reentrant are considered the property of the reentrant. The Reentrant will be held responsible for any items dropped off to them. This includes contraband and items purposefully concealed. Anyone who drops-off contraband to a reentrant will be banned from further drop-offs or visits. The Reentrant is also responsible to stay within the allotted number of clothing items as indicated by the Reentrant Guidebook. Reentrants are only permitted to have drop-offs after they have been approved by the appropriate staff.

**All money in excess of \$50.00 received via drop off or mail is deposited into your reentrant account. You may request your account history from your Counselor or the Clinical Supervisor. You may withdraw money from your account on a weekly basis via the budgeting process. Budgets are completed every Tuesday by 11am.**

When you are officially released from the Inpatient Program, your personal savings account will be closed out and a check for that amount will be mailed to you within fifteen (15) working days. Reentrants are responsible for completing the appropriate paperwork with their Counselor to close out their personal savings account. A deduction will be made from your final savings refund to cover the cost of mailing the check to you by certified mail.

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## 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 will result in the immediate request for revocation of the reentrants' status in the Center. The use of alcoholic or intoxicating beverages is also strictly prohibited. A violation of this is considered a major program violation, which can result in the revocation of your stay at Renewal.

Because of this strict ban on alcohol, narcotics, and all street drugs, **reentrants must inform any physician or dentist who is treating them of the ban.** This is done so that the physician or dentist can prescribe medications that will comply with the center's programming. This is a relapse prevention skill that will help you if you choose to stay clean and sober.

Since some over-the-counter medications contain alcohol or a sedative, reentrants must also read labels on any such products that they buy or use. Over-the-counter medications for coughs and colds that contain alcohol or a sedative are forbidden.

As with over-the-counter medications, some mouthwashes and skin care products contain alcohol. Products of this type that are in liquid form and may be consumed are also forbidden. Hair sprays, body lotions, etc. which may contain trace amounts of alcohol are permitted. Reentrants should seek clarification from the staff about the appropriateness of any alcohol-containing product.

The reentrant is solely responsible for compliance with the alcohol and narcotic 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 a justification.

Reentrant taking prescription medications are to take them as prescribed by the prescribing doctor. Not taking medications as prescribed is a program violation and subject to sanctions. If a reentrant experiences problems with a prescribed medication, they should report this to staff right away. Staff will work with the reentrant to resolve any medication issue.

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

## DISCIPLINARY RULES AND PROCEDURES

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

**Behavior that deviates from our identified standards will be evaluated within the context of the total plan for the reentrant, the effect of the inappropriate behavior on others, and its impact on the orderly operation of the facility. Staff will attempt to resolve minor violations through counseling and cognitive thinking report assignments as well as additional treatment work. The nature and frequency of**

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violations may result in a major program violations, a behavior contract, or additional sanctions by the legal authority that referred them, including but not limited to extensions or revocation.

## ORIENTATION and REENTRANT GUIDEBOOK

When you arrive at the Center, you will be restricted to the facility for the duration of your stay unless escorted by a staff person. During the first week at Renewal, you will go through an orientation with the Intake Staff who will explain the program and your responsibilities, including the reentrant agreement, and consent to treatment and releases of information. These forms become part of your Renewal file. You will receive this Reentrant Guidebook during intake. Please read it as you are required to learn and abide by these guidelines. During the first week, you will begin to identify what you need to get from treatment. **Reentrants are not permitted to leave the facility for the duration of their inpatient stay, for the exception of approved court hearings, life sustaining medical appointments, or other approved outings by the overseeing jurisdictions.**

## TREATMENT

Renewal's objective is to assist individuals in changing both substance abuse behavior and criminal thinking patterns. Our position is that addiction is a primary disorder rather than a symptom of any other problem. We think that with effective treatment, the addiction can be altered and recovery can occur.

We believe that:

1. Individuals are responsible for their behavior.
2. Individuals are able to change their thinking.
3. By changing thinking, one can change feelings and behavior.

Recovery from addiction implies the development of a lifestyle that is conducive to societal standards. Recovery means accepting your addiction as a primary disorder and following treatment recommendations. Recovery from addiction incorporates changes in thinking and in behavior. You will be expected to accept feedback about your thinking and behavior with an open-mind.

In treatment, you will learn to apply basic skills and techniques to change your substance abuse and criminal thinking. The key to a successful recovery is **your commitment to change**. The Renewal staff is skilled at guiding you through the change process, but unless you take responsibility for your recovery, you will not be successful. **A common mistake that reentrants make is underestimating what it takes to make a significant lifestyle change.** You will need to examine your thinking, your character, and your commitment. This will take sustained effort on your part.

A reentrant required to complete drug and alcohol services is expected to participate in an open, honest, and willing manner. All reentrants must meet the following expectations:

- Attend all individual and group sessions and other treatment related activities.
- Be on time for all scheduled sessions.
- Participate in all scheduled activities, including community service.

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**If you miss portions of programming for any reason, you will be required to make it up, which can include an extension in your stay in the program.**

## **Cognitive Behavioral Therapy**

CBT is used throughout treatment along with other techniques. This approach helps you detect, identify and correct errors in your perceptions, attitudes and thoughts. Inaccurate perceptions and thinking errors lead to poor decisions, which in turn can often lead to self-defeating behaviors. As you become more aware of your thoughts, you can begin to challenge them and rid yourself of such errors. As a result, you will be more likely to make prosocial decisions, behave in beneficial ways, and increase your overall satisfaction in life. Cognitive techniques are used in individual sessions, group counseling and elective groups such as Mindfulness, etc.

## **Group Therapy**

Group therapy is one of the most important aspects of your treatment at Renewal. It can be extremely beneficial to your success in the program.

Group members are expected and required to:

- Respect the confidentiality of others. What is said in group is to remain in group.
- Examine their motives and thinking.
- Challenge themselves to begin behaving differently.
- Participate in group by engaging in active listening, sharing thoughts and feelings, and by accepting and sharing constructive feedback with other members.

Some of the benefits of group therapy are as follows:

- It creates an atmosphere where you can share openly and honestly.
- It allows you to see yourself through the eyes of others who understand your addiction.
- It helps you to develop strategies for changing addictive behavior, faulty thinking, and affords you the opportunity to practice new skills and get feedback.
- It encourages positive peer relationships and the development of trust.

## **PROGRAM ADVANCEMENT**

Upon admission to Renewal, Inc. you will be expected to meet all expectations of the treatment program in order to be successfully discharged.

Listed in your reentrant guidebook are the rules and guidelines you are expected to follow. If you choose not to follow rules, then a staff person has the right and responsibility to issue varied levels of sanctions.

**Staff are responsible for warning the reentrant when there is potential for them to receive a written sanction.**

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

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- Falsifying required documentation.
- Failure to wear your ID card as described in the Reentrant Guidebook.
- Any alcohol or drug use, including the use of non-permitted prescription medications.
- Acts of aggression or violence towards staff or other reentrants.
- Vulgar, threatening, or abusive language.
- Fraternizing with the opposite or same sex.
- Failure to attend group and individual sessions.
- Failure to follow approved Treatment Plan.
- Misuse or unauthorized use of Renewal property.
- Manipulating/staff splitting
- Refusing to submit to a search, breathalyzer, or urine test.
- Gambling.
- Introduction of drugs, alcohol, or other contraband onto Renewal property.
- Refusing to follow a staff directive.

## **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. 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. Any violation to the head count procedures will result in disciplinary actions.

## **IDENTIFICATION CARD**

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

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## Unit Incentives for Positive Behavior

Incentives for positive behavior will be based on the behavior and compliance of the entire unit, not an individual basis. Positive behavior must be significant, consistent, and across the board.

- Coffee on non-graduation dates as approved by staff.
- Weekend extensions to Lights out as approved by staff.
- Outdoor Therapeutic Activities as approved by staff, and as permitted by staffing and jurisdictional authority.

## Consequences for Negative Behavior

- Program Extensions
- Program Revocation
- Zero Tolerance Behavior Contracts
- Loss of Privileges including but not limited to Recreation, Outside Therapeutic Activities, Television, etc.

## Criteria for Graduation from the Program

- Attendance at all group and individual counseling sessions.
- Honest participation in group and individual sessions.
- Completing action steps and attainment of short-term goals on treatment plan.
- Adhering to program schedule including bed times.
- Wearing ID while in the facility.
- Taking your medication as prescribed.
- Personal space cleaned and organized as outlined in the section on personal responsibility.
- Details completed on time and in a satisfactory manner as prescribed by the detail list.
- Being on time for scheduled therapy, house meetings or other mandatory appointments.
- Following the dress code.
- Following all other facility rules.

## **RECREATION AND LEISURE EDUCATION**

There is the possibility, but not requirement, of outings for recreation and recreational walks. These outings are contingent on reentrant behavior, weather, staff coverage, and jurisdictional approval. Rec equipment will not be permitted on the units (this includes making water bags to serve as weights).

The Center is equipped with two television sets on each unit for reentrants viewing. The viewing of television is to be done in accord with consideration about the quality of programming and how it contributes to the wellbeing of the community. The Renewal staff

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does have the right to disallow any program that is deemed inappropriate (i.e. violence, strong sexual content or promoting of criminal values). TV cards will be pulled during non-approved viewing hours (i.e. during lights out periods and during approved group sessions).

The facility is also equipped with a Recreation Room. Recreation Room times will be scheduled and posted by the Recreation Coordinator. Access to the Recreation Room is a privilege that can be removed for continued negative behavior in the program and/or continued non-compliance with posted Recreation Room rules and standards.

## **EXPECTATION FOR PERSONAL SPACE AND LOCKERS**

Your living space is your responsibility. Your bed is to be neatly made daily. **Beds are to be made using a hospital fold.** Your clothing is to be kept clean and stored in your locker along with other personal belongings. No personal items are to be stored under the beds or on top of the lockers. Nothing should be kept on top of the bed except for one pillow.

You will be assigned a locker. Do not use any lockers that is not your assigned 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, all papers and books should be neatly 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 for: up to two family photos, and up to two books.

The floor of your room is to be swept or mopped daily. All furniture, including the locker, is to be dusted daily. Shoes are to be stored neatly under the edge of your bed, all facing the same way.

Nothing should be placed under the mattress, bed frame or behind lockers. Your locker should be shut and locked at all times. **You are not permitted to hang linens from your bunk to conceal yourself in any fashion.** All garbage is to be collected and placed by the elevator so it can be taken off the unit.

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

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

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Mattress	\$75.00
Bed	\$190.00
Locker	\$150.00
Lock	\$ 5.00

**Staff has the right to search your locker at any time. Reentrants do not need to be present during locker searches.**

## **EXPECTATION FOR FACILITY and FACILITY DETAILS**

An important aspect of recovery is taking pride in your surroundings. In addition to assisting in the daily cleaning of your room, you will be assigned daily details and work in the kitchen and cafeteria on a scheduled basis. All details are assigned by Security, Custodial or Clinical Staff. Staff will oversee these assignments and you are responsible for meeting these obligations. It is expected that you follow your detail assignment on your unit as well. The facility is to be kept clean at all times. Details generally change about every seven to ten days. New reentrants are usually assigned to bathroom details initially and then work their way to other details as they advance in the program. Any time a reentrant is not engaged in Renewal activities, they are eligible to be directed to complete details. A new detail list will be posted each time the detail assignments are changed. Reentrants are not to pay or trade for details with another reentrant.

## **MEAL AND FOOD PREPARATION**

All meals are provided by the facility. No food items including Coffee are permitted to leave the kitchen area with exception to sealed items from the vending machines. Reentrants are not permitted to enter any cafeteria that they are not assigned to. Items purchased from the vending machines are permitted in the Residential Rooms. Reentrants are only permitted to have one empty bottle in their property, to be used as a water bottle.

The Center is equipped with a full service cafeteria and kitchen. Three 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 for scheduled appointment or staff-supervised activity, alternate arrangements will be made to ensure you receive a meal.

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. Reentrants caught serving more than the allotted portion will be removed from Food Service Details.

**No food or drink is permitted to leave the cafeteria.**

**All reentrants must report to the cafeteria for all meals.**

## **MEDICATION**

You are not permitted to store medications (this includes over-the-counter, prescription, vitamins, or supplements) in your locker without expressed approval from Renewal, Inc. medical staff. Otherwise, medication will be stored in the medication room. Your need for the medication must be verified by a physician. You will be responsible for going to the

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medication room at the appointed times, requesting the medication from the staff person present, and taking the prescribed dosage. The unused medication is returned to the room by the staff person present. For individuals on insulin, all unused needle paraphernalia shall be stored and the used materials shall be placed into the medical waste container. You are responsible for taking your medications as prescribed. If you have not received medication or are running low on medication, it is your responsibility to notify staff.

When receiving medication, only one reentrant is allowed at the med window at a time. Each reentrants' medication needs are confidential to them and the staff.

Not taking medication as prescribed is a program violation and subject to sanctions. This includes sharing medication with other reentrants, taking more than your prescribed dosage, keeping medication on your person/property, not taking medication, etc. You must wear your ID to the med line. No head phones are allowed in the med line. If you miss your assigned medication line/time, missed doses will not automatically be reissued and will be handled individually per situation and medical indication.

## 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 staff. You will void into an appropriate specimen cup. Your name is placed on the cup, which you initial along with the staff who does the collection. A safety seal with your name secures the top of the cup. After you and the staff initial the seal, the specimen cup is placed in the locked urine refrigerator. You then sign the urine logbook that lists your name and the date and time of the collection. The staff initials the entry. If you are unable to void at the time your name is called, you must wait in the specified area until you can comply. Reentrants have four hours to provide a valid urinalysis sample. You will also be subject to instant tests during your stay. Refusing to provide a urinalysis, providing a fake urinalysis sample, etc. when called is a major program violation and may result in your revocation from the program.

## DRESS CODE

Appropriate casual dress is required from wake up until after evening group. Appropriate casual dress can be jeans, sweats, not pajamas. Exceptions to the dress code are for medical and religious necessity only. The dress code at Renewal is as follows:

- Hats, hoods or head coverings of any kind are not to be worn in any Renewal Center at any time. This includes sweat bands and sunglasses (unless it's a religious head covering).
- No shorts of inappropriate length or tank tops (no shirts where stomach is showing) are to be worn outside the bedroom. Shirts, pants, and shoes must be worn at all times inside the building.
- Pants are to be worn around the waist. Pants that fall below a reentrant's waist are not permitted. A reentrant's underwear cannot be visible.
- Hoodies are permitted, but the hood cannot be worn at any time.

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## LAUNDRY

You are responsible to clean your bed linens at least one time weekly for the duration of your stay. If you are indigent (receive no monetary funds for the duration of your stay), staff can provide you with quarters to utilize the washer and dryer. If you use these quarters for anything other than laundry, you will not receive laundry quarters for the duration of your stay, and will be required to pay back funds spent. You are monitored by the staff for maintaining a clean bed and a neat living space. Wet towels can be hung over the bed rail as long as it does not obstruct the view from the doorway. As soon as the towel is dry, the towel must be placed in your locker. Failure to comply with this expectation will affect your standing in the program.

## LOCKERS

You will be issued a locker with a combination that secures your individual assigned locker. This locker is your responsibility during your stay. If you damage your locker, you will be charged a fee to repair it. The treatment aides, security staff and clinical staff can inspect your locker at any time during your stay. The purpose will be to check for contraband, cleanliness and for clothing compliance. **Your locker must be locked when you are not in your room.** Items in your locker are not to be stored in bags, boxes, or totes but must set out where they are easily visible. You may store a laundry or dirty clothes bag in your locker. Reentrants are not permitted to place a padlock of any kind on their locker. You are not to obstruct your locker in a manner that prevents staff from seeing inside.

## VISITATION

In-Person visiting is permitted when staffing permits; otherwise, reentrants are provided an opportunity for zoom visits, arranged with their assigned counselor. A background check will be conducted by your Counselor on the visitor(s) before visits are permitted. Once the individual is approved, the Counselor will inform you. All visits must be scheduled through your Clinical Supervisor. A visitors' list must be turned into your Clinical Supervisor each **Thursday by 4PM** for an in person visit. Drop offs or exchanges of any kind are **not** permitted during visits and all visitors will walk through the metal detector.

- If a reentrant leaves the designated visiting area for any reason the visit will be terminated and the reentrant is to return to the floor.
- No more than 3 visitors per visit. Each child counts as one person. Children and youth under 18 must be accompanied by an adult.
- All adult visitors must have photo identification.
- Visitors cannot be on any type of probation or parole.
- Visitors and their belongings are subject to search.
- Visitors are to arrive at Renewal no more than 15 minutes before their scheduled visit time. Visitors are to wait on the 1<sup>st</sup> floor until directed by RTI staff 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. There is no extension of visitation times. **Visitors arriving 15 minutes or later after visits have started, will not be permitted in the Center.**
- Visitors are restricted to the designated visiting area.
- Any inappropriate sexual contact (i.e. fondling, groping, etc.) is not allowed. Visitors who are dressed provocatively will be prohibited from visiting as well.

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- Visitors are not permitted to bring purses, baby strollers, tobacco products or cell phones into the facility. Visitors will be permitted to bring in the following items: their car keys, two loose diapers, and a small package of baby wipes. Renewal staff is not permitted to store the above listed belongings for visitors.
- Visitors and reentrant are expected to conduct themselves in an appropriate manner at all times during visitation. Behaviors that could be deemed offensive or that interferes with another reentrants' visitation and/or Renewal staff or business will not be tolerated. Violation of these guidelines will result in a restriction of visitation privileges and possible disciplinary sanctions for the reentrant.
- Staff reserve the right to terminate visits at any time.

## GRIEVANCE PROCEDURE

During your stay, you have the opportunity to initiate grievance procedures on any condition or action within the program without being subject to any adverse action. The grievance process shall have three (3) levels as explained below:

### First Level

A reentrant submits a complaint, verbally or in writing, to her Counselor. The Counselor shall attempt resolution of the problem within 5 working days. If the problem cannot be resolved, the reentrant shall submit a formal written grievance to the Counselor. The reentrant shall receive any assistance necessary in filling out the grievance form. The grievance will then be transmitted to the clinical supervisor.

### Second Level

Within five (5) working days, the clinical supervisor 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) working days after the grievance is received by the clinical supervisor. A staff representative for the reentrant filing the grievance and another staff member shall attend a grievance review meeting. Resolution shall be attempted at this meeting.

### Third Level

The Program Director shall receive the grievance and all comments. At the request of the reentrant, the staff representative and the clinical supervisor may be invited to attend this meeting. A mutually agreeable solution, if possible, shall be sought. A written decision shall be presented to the reentrant within two (2) working days after the meeting.

## ESCAPES

Renewal serves as a minimum-security community correction facility for those involved in the judicial system. The premises are electronically monitored with 24-hour cameras and alarms. The security staff, which is on duty 24 hours, do not carry firearms or weapons of any kind. If you choose to leave Renewal, Inc. without authorization from your governing jurisdiction, your absence will be reported to the authorities immediately. Be advised that those authorities aggressively prosecute, which may result in additional jail or prison time. Escapees and absconders will forfeit all property.

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## RELEASE FROM RENEWAL

Renewal will inform you of the day of your release. You are permitted to officially leave the Center after you clean your personal space and staff collect the mattress, all bed linens, pillow and blanket. You will be charged for any items not returned. **You must also be approved for release by the legal entity that referred you to our program and follow all instructions given for time of release.** No releases will take place prior to 5:00AM unless otherwise approved by AOD Management Staff.

## AFTERCARE PLAN, EXIT INTERVIEW AND FOLLOW-UP

Before you are discharged from Renewal, you may be asked to complete a satisfaction survey; your input and honest answers will help us to evaluate the effectiveness of the program. Also, prior to discharge you will complete an Aftercare Plan with help from your Counselor. Your personal Aftercare Plan supports your transition back into the community.

You will receive a phone call from our staff 30 days after discharge, to ensure that your aftercare needs are being met. Please give your Counselor an accurate forwarding address and phone number so that mail can be forwarded, and we can assist you if a need arises. If you change your address, please notify your Counselor of the new information.

*“In Recovery we learn to focus not so much on what needs to be changed in the world or in others, but on what needs to be changed in ourselves.... It is in changing ourselves that we can change much more than we ever imagined.”*

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## 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.

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

Call **PAAR** at **1-800-363-7273**

## PREA Compliance Managers at Renewal Inc.

Renewal 1 (339 Blvd of the Allies) – Adam Zak

Renewal 2 (704 2nd Ave.) – Matthew Sloan