

**Crossroads Correctional Center
Reception and Orientation
File Review Checklist**

Offender Name: _____ From: _____ Cell: _____

Offender Number: _____ AICS Score: _____

Date Received at CRCC: _____ Prior Incarceration: _____

Date Received in MDOC: _____

Earliest Possible Release Date: _____

Current Enemy List Printed and Checked: Yes _____ No _____

Any Unwaived Enemies at CRCC: Yes _____ No _____

Protective Custody Needs Assessment Waiver Signed: Yes _____ No _____

RCA Reviewed: Yes _____ No _____ Needs Further Review: Yes _____ No _____

Custody Level: _____ ICA/RCA Done On: _____

Education Needs: _____ E-Score: _____

Full Duty: Yes _____ No _____ Food Service: Yes _____ No _____

History of Escapes: Yes _____ No _____ Serious / Non-Serious

History of Sex Offenses: Yes _____ No _____

Adult Visitors Only: Yes _____ No _____ Reason: _____

Room Assignment: _____ Job Assignment: _____

Special Medical Needs: _____

Mental Health Issues / Suicide Attempts: _____

Currently on a Certified Religious Diet: Yes _____ No _____ Jewish Option: Yes _____ No _____
(Please verify in OPII-IRDT and Classification File)

View PREA Video / Received Offender Sexual Abuse & Harassment: Yes _____ No _____

Foreign Language/Sign Language: Yes _____ No _____ Specify Language: _____
Certified in the Foreign Language/Sign Language: Yes _____ No _____

Staff Signature: _____ I.D. #: _____ Date: _____

NEW INMATE CALLING PLATFORM

TTY/TDD Instructions



Call Flow Process for TTY/TDD Calls

- 1) Pick Up Handset
- 2) Dial 1 for English; 2 for Spanish
- 3) Dial 1 for a collect call
- 4) Enter your PIN number (Offender ID + 4 digit PIN)
- 5) Enter in 866-735-2460 for the TTY/TDD Relay Operator
- 6) Place handset in the cradle of the TTY system
- 7) Wait for Relay operator to begin typing on TTY machine.
- 8) The Relay Operator will ask you for the number you want to call, please respond by typing the number you are calling
 - if the relay operator says they cannot process your call, tell them that you would like to make a collect call from “state your name”

NOTE: Calls are subject to monitoring and recording.