



Michigan  
*Office of the Auditor General*  
**REPORT SUMMARY**

*Performance Audit*

*Office of Audit, Internal Affairs, and  
Litigation  
Department of Corrections*

Report Number:  
47-370-02

Released:  
September 2003

*The Office of Audit, Internal Affairs, and Litigation, Department of Corrections (DOC), is responsible for internal auditing, inspecting and auditing county jails, and reviewing requests from county jails for reimbursement for housing felons. The Office is also responsible for coordinating litigation activities and investigations of allegations of violations of laws or rules by employees. In addition, the Office is responsible for coordinating prisoner/parolee grievances.*

***Audit Objectives:***

1. To assess the effectiveness and efficiency of DOC's litigation process.
2. To assess the effectiveness and efficiency of DOC's Internal Audit Division.
3. To assess the effectiveness of the Internal Affairs Division in processing criminal and major policy violation complaints.
4. To assess the effectiveness of the Prisoner Affairs Section (PAS) in responding to prisoner/parolee grievances.

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***Audit Conclusions:***

1. We concluded that DOC's litigation process was generally effective and efficient.
2. We concluded that the Internal Audit Division was generally effective and efficient.

3. We concluded that the Internal Affairs Division was generally effective in processing criminal and major policy violation complaints.
4. We concluded that PAS was generally effective in responding to prisoner/parolee grievances.

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***Noteworthy Accomplishments:***

1. DOC successfully lobbied for one county jail reimbursement rate. Since the inception of the Jail Reimbursement Program in 1998, three different reimbursement rates had been used each year to reimburse counties for housing felons eligible for the Program.
2. The administrative rules for jails and lockups were revised. DOC simplified the rules to include only life-safety issues and patterned them after the mandatory standards established by the American Correctional Association

for local adult detection facilities. This action has enabled DOC to be more effective and efficient and to fulfill its responsibility to promote proper, efficient, and humane administration of county jails and lockups.

3. PAS has improved its filing of prisoner/parolee grievances. PAS informed us that it took several days for staff to locate a file, which resulted in inefficient use of staff resources and impeded the processing of prisoner/parolee grievances. PAS has developed a new filing system and hired a filing clerk. This has reduced the retrieval time for prisoner/parolee grievances from several days to a few minutes.

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**Reportable Conditions:**

1. DOC had not established organizational independence for its internal auditor.

Because the Internal Audit Division is not organizationally independent, this places the internal auditor in a position of auditing the operations for which his or her immediate supervisor is responsible. Such placement impairs the internal auditor's ability to perform independent audits.

2. DOC needs to improve staff compliance with investigative procedures.

DOC requires that Internal Affairs investigations for cases involving sexual misconduct be completed within 45 business days of receipt and all other investigations be completed within 90 days of receipt.

Timely investigative procedures help ensure that thorough investigations have been conducted and that accurate data is provided so that DOC makes informed decisions involving complaint closure.

3. DOC needs to improve the effectiveness of the prisoner/parolee grievance process in addressing prisoner issues. Also, DOC needs to reduce the number of grievances dealing with frivolous, duplicative, nonmeritorious, and nongrievable issues. The burden of cost for grievances rests with the State. Thus, there is no disincentive for prisoners/parolee who desire to file these types of grievances.

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**Agency Response:**

The agency preliminary response indicates that DOC agrees with 2 recommendations and disagrees with 2 recommendations.

A copy of the full report can be obtained by calling 517.334.8050 or by visiting our Web site at: [www.state.mi.us/audgen/](http://www.state.mi.us/audgen/)



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