



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

PATRICIA L. CARUSO  
DIRECTOR

November 2, 2007

Doug Ringler, Director  
Support Services Division  
Office of State Budget  
P.O. Box 30026  
Lansing, MI 48909

Dear Mr. Ringler:

Pursuant to Administrative Procedure 1280.02, attached please find a preliminary response to the Auditor General's performance audit of the:

Special Alternative Incarceration Program

Sincerely,

DEPARTMENT OF CORRECTIONS

Signature Redacted

Patricia/L. Caruso, Director  
Attachment  
PC/22/cm

c: B. Bock  
B. Curtis  
S. DeBor  
C. MacKenzie  
D. Schrantz  
D. Straub  
DMB Office of Budget  
Office of the Auditor General

**Preliminary Response to the  
Performance Audit of the  
Special Alternative Incarceration Program**

**1. Evaluation of SAI Success**

The auditors recommended that DOC develop a comprehensive process to assist in evaluating the success of SAI.

*Agency Preliminary Response:*

*DOC agrees with the recommendation and will comply. DOC plans to bring the SAI program under the Michigan Prisoner ReEntry Initiative (MPRI) umbrella as a specialized MPRI subpopulation of offenders returning to the community. The DOC has extensive plans to evaluate all DOC programs under the MPRI with regard to implementation of evidence based practices, as well as intermediate and long term performance and outcome measures.*

*The objective of the comprehensive program evaluations will be to learn as much as possible about what works, what does not work, and how to improve results. This implies understanding both the outcomes of the work and the processes of implementation. Measuring the outcomes determines whether the direction and magnitude of change is meaningful, and assessing the process of implementation determines how the outcomes were achieved. This will require collection of many new pieces of information in the DOC data systems, and the work to develop these data system enhancements and begin collecting these data elements is well underway.*

**2. Trainee Shakedowns and Housing Unit Searches**

The auditors recommended that SAI ensure that officers document the performance of the required number of trainee shakedowns and housing unit searches.

*Agency Preliminary Response:*

*SAI agrees and has complied. Shift commanders are monitoring trainee shakedown and housing unit search documentation to ensure compliance. In addition, captains are verifying completion of required shakedowns and searches in their monthly reports.*

**3. Public Works Assignment Inspections**

The auditors recommended that SAI ensure that the public works sergeant performs and documents all required weekly inspections of public works assignments. The auditors also recommended that SAI ensure that the deputy warden or the inspector performs and documents all quarterly inspections of public works assignments.

Agency Preliminary Response:

*SAI agrees and has complied. During the audit period, SAI was in transition from Field Operations Administration to Correctional Facilities Administration. During the transition, the day shift commander was directed to make weekly inspections of public works assignments. The public works sergeant, the deputy warden and inspector are now performing and documenting all required inspections.*

**4. Security Over Medical Tools**

The auditors recommended that SAI comply with its procedure requiring security over medical tools.

Agency Preliminary Response:

*SAI agrees and has complied. Medical staff have been instructed to secure the medical tool storage cabinets and to secure the office door if the area is left unattended. Medical staff have also been instructed to secure medical tools and trays in locked cabinets when they are not in use. Oxygen tanks are secured in a rack for safety. Shift command and the deputy warden are monitoring compliance with these requirements.*

**5. Orientation Documentation**

The auditors again recommended that SAI staff document in the trainees' files that trainees attended orientation in tool use and public works.

Agency Preliminary Response:

*SAI agrees and has complied. SAI is using custody staff and all available light-duty employees to keep up with filing until the hiring freeze is lifted and approval to fill administrative positions is obtained.*

**6. Food Service Operations**

The auditors recommended that SAI sufficiently document menu item evaluations, nutritional reviews, and average caloric content calculations.

Agency Preliminary Response:

*SAI agrees and has complied. SAI staff were regularly evaluating meals but were inconsistent in completing form CRO 136, Menu Item Evaluation. Shifts are now required to send a copy of their evaluations to the inspector and food service director daily. Since the audit, SAI's food service is now under the auspices of the Cooper Correctional Facility. The Cooper Street food service director will ensure that quarterly nutritional reviews and average caloric content calculations are conducted.*

## 7. SAI Database

The auditors recommended that SAI ensure that information retained in the database used to track potentially eligible prisoners is complete and easily accessible.

Agency Preliminary Response:

*SAI agrees and has complied. SAI has changed the database configuration to allow for standard queries. In addition, SAI has developed queries to assist in ensuring the completeness of the database.*

**EXHIBIT A**  
**Audit Response Summary**  
**Performance Audit of the**  
**Special Alternative Incarceration Program**

1. Findings/Recommendations DOC complied with:

2, 3, 4, 5, 6, and 7

2. Findings/Recommendations DOC will comply with by:

1      9/30/09

3. Findings/Recommendations DOC disagreed with:

None