



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

PATRICIA L. CARUSO  
DIRECTOR

March 22, 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:

Muskegon Correctional Complex

Sincerely,

~~DEPARTMENT~~ OF CORRECTIONS

Signature Redacted

Patricia L. Caruso, Director

Attachment  
PC/22/cm

c: M. Berghuis  
S. Harry  
C. MacKenzie  
R. Russell  
D. Straub  
R. Wolfe  
DMB Office of Budget  
Office of the Auditor General

**Preliminary Response to the  
Performance Audit of the  
Muskegon Correctional Complex**

**1. Medication Control**

The auditors recommended the Complex establish and maintain accurate inventory records and perform monthly inventories of medications maintained in the physician dispensing boxes in the health services unit.

Agency Preliminary Response:

*The Complex agrees and has complied. The Complex has created and/or updated its inventory records for the physician dispensing box and uses usage sheets to document when medications are removed. In addition, the Complex conducts weekly inventories of medications maintained in the physician dispensing box.*

**2. Gate Manifests**

The auditors recommended that the Complex properly complete and monitor all gate manifests to help control the movement of items into and out of the facilities. The auditors also recommended that the Complex implement DOC gate manifest procedures at all of the facilities.

Agency Preliminary Response:

*The Complex agrees and has complied. To prevent issuance of duplicate gate manifest log numbers, only staff in the bubble and the sallyport officer assign log numbers at BCF and WSCF. To ensure proper completion of gate manifests, MCF has instructed the Arsenal Sergeant on first shift to review all gate manifests to correct any discrepancies, and to forward the findings to the Inspector. MCF's gate manifests logs are currently maintained at both the bubble and the sally port and pre-numbered gate manifests are being used. In addition, the Complex has implemented the DOC gate manifest procedure at all of the facilities.*

**3. Tool Controls**

The auditors recommended the Complex improve its controls over critical and dangerous tools.

Agency Preliminary Response:

*The Complex agrees and has complied. MCF has updated its master tool inventory record for the various tool storage areas. All tools have been numbered and color coded. In addition, the MCF Warden requested an outside, independent audit of MCF's tool control procedure. All audit recommendations have been completed. At WSCF, the Inspector ensures that missing tool reports are submitted in a timely manner.*

#### 4. Prisoner and Employee Shakedowns

The auditors recommended that the Complex ensure that officers perform and document the required number of prisoner and employee shakedowns.

Agency Preliminary Response:

*The Complex agrees and has complied. At BCF, prisoner shakedown records are reviewed by the deputy warden to ensure that the required number of prisoner shakedowns was performed. The records are then appropriately stored. At MCF, each shift commander checks the employee shakedown roster on a daily basis to ensure that all employees are shaken down at least monthly. At BCF, the Inspector is responsible to ensure that each employee is shaken down at least monthly.*

#### 5. Firearm Qualifications

The auditors recommended that the Complex ensure that all officers are recertified annually in the use of the firearms required for their assigned positions.

Agency Preliminary Response:

*The Complex agrees and has complied. At BCF and WSCF, updated training qualification lists are distributed quarterly by the human resources developer to all shift commanders. For their respective shifts, shift commanders are responsible to ensure that officers assigned to posts that could require the use of a firearm have been re-certified annually.*

#### 6. Self-Contained Breathing Apparatus (SCBA)

The auditors recommended that the Complex ensure that all officers assigned to the SCBA squad are properly qualified in the use of SCBA equipment and that officers perform and document required inspections of SCBA equipment.

Agency Preliminary Response:

*The Complex agrees and has complied. MCF staff are placed on the Employee Emergency Mobilization Certification Report (TR-121) as they are certified and re-certified. Shift command staff are responsible to utilize this list to ensure that only staff with current qualifications are assigned to SCBA squads. BCF has removed all SCBA equipment and has disbanded SCBA squads from the facility.*

## 7. Preventive Maintenance

The auditors recommended that the Complex develop a written preventive maintenance plan for MCF's systems and equipment. The auditors also recommended that MCF document its annual tests of the alternative fuel system and its biannual tests of the inside perimeter fence alarm system.

### Agency Preliminary Response:

*The Complex agrees and has complied. The preventative maintenance plan for MCF has been completed and approved by DOC's Physical Plant Division.*

*The annual tests of the alternative fuel system and the biannual tests of the inside perimeter fence alarm system for MCF have been entered into a work order schedule and are being completed and documented.*

## 8. Vending Contract Monitoring

The auditors recommended that the Complex business office ensure that the vending company complies with contract provisions regarding vending machine commissions.

### Agency Preliminary Response:

*The Complex agrees and has complied. During the audit period, the vendor was bought out by another vendor. This contributed to delays and errors in issuing commission checks. The Finance Officer has begun reconciling vending receipts to ensure compliance with contract provisions.*

## 9. Prisoner Store

The auditors recommended that the Complex's business office limit the number and types of items available for prisoner purchase. The auditors also recommended that the business office ensure that prisoner store inventory procedures provide an independent verification of recorded inventory balances.

### Agency Preliminary Response:

*The Complex agrees and has complied. Excess product occurred as a result of the combining of the MCF and BCF/WSCF store operation. At this time, the prisoner store has limited the selection of items to 200 as per policy. In addition, the inventory procedure requires staff to remove the quantity of on-hand stock recorded in the prisoner store inventory system from the store count sheets that are used to count the inventory. The revised procedure assures an independent verification of recorded inventory balances.*

## 10. Food Service

The auditors recommended that the Complex's food service operations prepare food production worksheets for all meals and include all required information on the work sheets prepared. The auditors also recommended that the Complex perform meal evaluations in accordance with DOC policy directives and facility operating procedures.

### Agency Preliminary Response:

*The Complex agrees and has complied. The MCF food service operation is completing food production worksheets which include all required information. The MCF food service operation is now completing meal evaluations in accordance with DOC policy.*

**EXHIBIT A**  
**Audit Response Summary**  
**Performance Audit of the**  
**Muskegon Correctional Complex**

1. Findings/Recommendations DOC complied with:

1 – 10

2. Findings/Recommendations DOC will comply with by:

N/A

3. Findings/Recommendations DOC disagreed with:

None