



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

PATRICIA L. CARUSO
DIRECTOR

DATE: March 3, 2009

TO: Executive Office
Office of the Auditor General
House Fiscal Agency
Senate Fiscal Agency
House Judiciary Committee
Senate Judiciary Committee
House Appropriations Sub-Committee on Corrections
Senate Appropriations Sub-Committee on Judiciary and Corrections

FROM: Julie Southwick, Office of Risk Management
Department of Corrections 

SUBJECT: Auditor General's Performance Audit of the G. Robert Cotton Facility, Department of Corrections

In accordance with the State of Michigan Financial Management Guide Part VII, Chapter 4, Section 100 and Section 420 of P.A. 2007, I am forwarding a copy of the response to the Auditor General's performance audit of the G. Robert Cotton Facility, Department of Corrections. The attached response has been accepted by the State Budget Office (SBO).

If you have any questions, please contact me at (517) 335-6886.

Attachment

- c: SBO - Office of Internal Audit Services
 - S. Pike, SBO Analyst
 - B. Curtis
 - C. MacKenzie
 - D. Scutt
 - D. Straub



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

PATRICIA L. CARUSO
DIRECTOR

February 5, 2009

Mr. Bryan Weiler
Office of Internal Audit Services
Office of the State Budget
George W. Romney Building
111 South Capitol, 5th Floor
Lansing, MI 48913

Dear Mr. Weiler:

In accordance with the State of Michigan, Financial Management Guide, Part VII, attached please find a corrective action plan to address the recommendations contained within the Office of the Auditor General's audit of the:

G. Robert Cotton Correctional Facility

Questions regarding the preliminary summary table or corrective action plans should be directed to Connie MacKenzie, internal audit liaison, at (517) 241-7342.

Sincerely,

DEPARTMENT OF CORRECTIONS

Signature Redacted

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

c: B. Curtis
C. MacKenzie
D. Scutt
D. Straub

G. Robert Cotton Correctional Facility
Department of Corrections
Preliminary Summary of Agency Responses to Recommendations
October 2006 through June 2008

1. Findings/Recommendations we complied with:

1 - 9

2. Findings/Recommendations we will comply with by:

N/A

3. Findings/Recommendations we disagreed with:

None

**Preliminary Response to the
Performance Audit of
G. Robert Cotton Correctional Facility**

1. Prisoner and Employee Searches

The auditors recommended that the Facility ensure that its officers perform all required prisoner and employee searches.

Agency Preliminary Response:

The Facility agrees with the recommendation and has complied. The Facility has established spreadsheets to assist in monitoring for completion. Supervisors and the assistant deputy warden of the area perform monthly follow-up and take corrective action where needed.

2. Prisoner Cell Searches

The auditors recommended that the Facility ensure that its officers perform and document the required number of prisoner cell searches.

Agency Preliminary Response:

The Facility agrees with the recommendation and has complied. Assistant resident unit supervisors and resident unit managers verify that all required areas have been searched and take appropriate corrective action as necessary. Action has been taken to ensure that all cell search documentation is submitted and retained.

3. Tool Control

The auditors recommended that the Facility maintain proper control over tools.

Agency Preliminary Response:

The Facility agrees with the recommendation and has complied. A master tool inventory list for each tool storage area was updated. A tool audit has been completed for the current year and will be scheduled annually to ensure the accuracy of tool inventory lists, tool markings, color-coding, classifications, and to ensure lists are properly signed. A report/tracking system has been established to ensure that monthly area inspections and proper documentation have been completed.

**Preliminary Response to the
Performance Audit of
G. Robert Cotton Correctional Facility**

4. Gate Manifests

The auditors recommended that the Facility effectively monitor gate manifests.

Agency Preliminary Response:

The Facility agrees with the recommendation and has complied. Additional staff training regarding completion of the form has been completed. The supervisor of this area has also been retrained to properly review for completion of this form. The inspector monitors gate manifests for compliance.

5. Criminal History Checks

The auditors recommended that the Facility conduct annual criminal history checks for all officers whose assignment requires the use of a firearm.

Agency Preliminary Response:

The Facility agrees with this recommendation and has complied. A procedure was established requiring completion of criminal history checks at the time of annual qualification of weapons.

6. Self-Contained Breathing Apparatus (SCBA)

The auditors recommended that the Facility ensure that all officers assigned to the SCBA squad are properly certified in the use of SCBA equipment.

Agency Preliminary Response:

The Facility agrees with this recommendation and has complied. Staff had been certified for SCBA, however, the list of certified officers had not been updated and new sergeants were not aware of properly utilizing the list. The list has been updated and shift command and shift supervisors have been trained on the procedure for ensuring that only qualified staff are assigned to SCBA squads.

7. Security Monitoring Exercises

The auditors recommended that the Facility complete all required SMEs.

Preliminary Response to the Performance Audit of G. Robert Cotton Correctional Facility

Agency Preliminary Response:

The Facility agrees with this recommendation and has complied. A procedure was established and mid-managers and shift command/supervisors were made aware of the requirements. A tracking sheet which is monitored by the inspector was also established for assuring that all SMEs are completed.

8. Metal Detector Calibration

The auditors recommended that the Facility periodically test and calibrate its walk-through metal detectors at the bubble and vehicle sallyport.

Agency Preliminary Response:

The Facility agrees with this recommendation and has complied. The supervisor of this area has established a process to ensure that periodic testing is performed and documented and that the documentation is properly maintained.

9. Administrative Staff Rounds

The auditors recommended that the Facility ensure that its supervisory staff perform all required administrative staff rounds.

Agency Preliminary Response:

The Facility agrees with this recommendation and has complied. Supervisory staff who were not in full compliance have been instructed to comply. Executive staff review log books to ensure that supervisory staff are documenting their rounds on all sites.