



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

PATRICIA L. CARUSO
DIRECTOR

February 2, 2010

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 is a summary table identifying our responses and a corrective action plan to address the recommendations contained within the Office of the Auditor General's audit report of the Richard A. Handlon Correctional Facility, Department of Corrections.

Questions regarding the summary table or corrective action plans should be directed to Julie Southwick, at (517) 335-6886.

Sincerely,

DEPARTMENT OF CORRECTIONS

Signature Redacted

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

c: Executive Office
Office of the Auditor General
House Fiscal Agency
Senate Fiscal Agency
House Appropriations Sub-Committee on Corrections
Senate Appropriations Sub-Committee on Judiciary and Corrections
House Judiciary Committee
Senate Judiciary Committee
C. MacKenzie
J. Prelesnik
J. Southwick
D. Straub
R. Wolfe

**Richard A. Handlon Correctional Facility
Department of Corrections
Summary of Agency Responses to Recommendations
October 2007 through June 2009**

1. Audit recommendations the agency complied with:

1, 2, 3, 4, 5, 6, 7, 8

2. Audit recommendations the agency agrees with and will comply:

N/A

3. Audit recommendations the agency disagrees with:

None

**Richard A. Handlon Correctional Facility
Department of Corrections
Summary of Agency Responses to Recommendations
October 2007 through June 2009**

1. Gate Manifests

The auditors recommended that the Facility effectively monitor gate manifests.

Agency Preliminary Response

MTU agrees with the recommendation and has complied. The Inspector will monitor gate manifests for compliance. Additional staff training regarding completion of the form has been completed.

2. Security Monitoring Exercises (SMEs)

The auditors recommended that the Facility complete all required SMEs.

Agency Preliminary Response

MTU agrees with the recommendation and has complied. The operating procedure has been reviewed with the Shift Commanders on all shifts to ensure compliance. A tracking sheet, which is monitored by the Assistant Deputy Warden of Custody, was also established for assuring that all SMEs are completed.

3. Metal Detector Calibration

The auditors recommended that the Facility document the calibration of its walk-through metal detectors.

Agency Preliminary Response

MTU agrees with the recommendation and has complied. The Assistant Deputy Warden of Custody has established a process to ensure that periodic testing is performed and documented, and that the documentation is properly maintained.

4. Employee Searches

The auditors recommended that the Facility ensure that it documents all required employee searches.

Agency Preliminary Response

MTU agrees with the recommendation and has complied. A process has been established to assist in monitoring for completion. Supervisors and the Assistant Deputy Warden of Custody perform monthly follow-ups and take corrective action where needed.

Richard A. Handlon Correctional Facility
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5. Prisoner Shakedowns and Cell Searches

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

Agency Preliminary Response

MTU agrees with the recommendation and has complied. The facility has developed a cell/shakedown log. For prisoner shakedowns, the Sergeant is required to check the log daily to ensure that shakedowns are performed and properly recorded and to take corrective action as necessary. The Captain certifies the log at the end of the month and forwards it to the Assistant Deputy Warden of Housing.

For cell shakedowns, the Assistant Resident Unit Supervisor is required to check the shakedown log daily to ensure that the shakedowns are performed and properly recorded and to take any corrective action as necessary. The Resident Unit Manager certifies the log at the end of the month and forwards it to the Assistant Deputy Warden of Housing for review and retention.

6. Firearm Certifications

The auditors recommended that the Facility ensure that all officers whose assignment requires the use of a firearm are annually requalified.

Agency Preliminary Response

MTU agrees with the recommendation and has complied. Shift Commanders have been instructed to ensure that only officers with current qualifications are assigned to assignments that require the use of firearms.

7. Electronic Perimeter Security Tests

The auditors recommended that the Facility document the required number of electronic perimeter system tests.

The auditors also recommended that the Facility conduct electronic perimeter tests in a timely manner.

Agency Preliminary Response

MTU agrees with the recommendation and has complied. Shift Commanders have been instructed to ensure that electronic perimeter security checks are documented and conducted within the first hour of the shift.

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8. Radio Checks

The auditors recommended that the Facility conduct and document all required radio checks.

Agency Preliminary Response

MTU agrees with the recommendation and has complied. Shift Commanders have been instructed to ensure that all required radio checks are conducted and documented on each shift.