



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

PATRICIA L. CARUSO
DIRECTOR

April 12, 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 Saginaw 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 Subcommittee on Corrections
Senate Appropriations Subcommittee on Judiciary and Corrections
House Judiciary Committee
Senate Judiciary Committee
C. MacKenzie J. Southwick
L. Rapelje D. Straub
J. Sherry B. Wickman

**Saginaw 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, and 5

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

6 12/31/2010

7 9/30/2010

8 9/30/2010

3. Audit recommendations the agency disagrees with:

None

**Saginaw Correctional Facility
Department of Corrections
Agency Responses to Recommendations**

1. Tool Control

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

Agency Preliminary Response

SRF agrees with the recommendation and has complied. The Tool Control Officer has reinforced tool control requirements with work area supervisors. No tools will be added to any inventory except through the Inspector. The Tool Control Officer will ensure that all work area supervisors submit monthly tool inspection reports and assurances regarding the daily inspections for their area. The Tool Control Officer has been instructed to report instances of non-compliance to the Deputy Warden for appropriate action. During the upcoming annual tool audit, the Tool Control Officer will ensure that all inventory listings are accurate and up-to-date and that all tools are properly color coded.

2. Gate Manifests

The auditors recommended that the Facility properly complete and maintain gate manifests to help control the movement of items into and out of the facility.

Agency Preliminary Response

SRF agrees with the recommendation and has complied. Gate officers have been instructed to check the box indicating their verification of the approver's signature even though in most cases approvers sign the manifests in front of the gate officers.

The second shift commander is now properly reconciling all manifests and reviewing them for completeness before forwarding them to the Inspector for retention.

3. Prisoner Shakedowns and Cell Searches

The auditors again recommended that the facility ensure that its officers perform and document all required prisoner shakedowns and cell searches.

Agency Preliminary Response

SRF agrees with the recommendation and has complied. Front line supervisors are monitoring search documentation for each officer on a daily basis to ensure all required searches are performed and documented.

Saginaw Correctional Facility
Department of Corrections
Agency Responses to Recommendations

4. Firearm Clearances and Qualifications

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

Agency Preliminary Response

SRF agrees with the recommendation and has complied. All officers who require LEIN clearance have been cleared and have been requalified. SRF has reinforced firearm clearance and requalification requirements with shift commanders and officers who carry firearms as part of their assignment.

5. Arsenal Operations

The auditors recommended that the Facility complete required inspections of the arsenal's inventory and perform pat-down searches of individuals exiting the arsenal.

Agency Preliminary Response

SRF agrees with the recommendation and has complied. New processes have been put in place to ensure shift commanders on all shifts perform the required inspections. All staff assigned as the Bubble officer have been made aware of the requirement to pat-down all individuals exiting the Arsenal.

6. Informal Counts

The auditors recommended that the Facility conduct and document all required informal prisoner counts.

Agency Preliminary Response

SRF agrees with the recommendation as it relates to documentation of informal prisoner counts. Informal counts were conducted as part of security rounds in Levels II and IV and were recorded in the logbooks as rounds. SRF has revised its operating procedures to reflect that informal counts are part of the security round. DOC is also revising its policy to remove the informal count requirements due to the DOC's enhanced security systems for monitoring prisoner movement.

7. Prisoner Benefit Fund

The auditors recommended that the Facility implement sufficient controls to ensure the accuracy of PBF's financial statements.

**Saginaw Correctional Facility
Department of Corrections
Agency Responses to Recommendations**

Agency Preliminary Response

SRF agrees with the recommendation and has taken steps to comply. The Business Office has revised the financial reports. The Facility has resumed its practice of reviewing PBF statements prior to issuance. The practice had been temporarily discontinued due to increased demands on the Business Office operations.

DOC is also taking steps to establish standardized PBF statements to assist in ensuring the accuracy of the statements. A DOC work group has determined a standard statement format and has agreed upon an accounting software package that will also standardize how revenue and expenditures are reported. DIT has signed off on the software and DOC is currently implementing the process.

8. Prisoner Store Operations

The auditors recommended that DOC ensure that facilities maintain effective internal control to ensure the accuracy of prisoner store inventory records and financial statements.

Agency Preliminary Response

DOC agrees with the recommendation and has taken steps to comply. However, the DOC wishes to clarify that each of the errors cited relate to ending inventory balances which were nullified when the next month's ending inventory balance was determined.

DOC has reminded facilities to ensure that prisoner store inventories are conducted monthly and that prisoners are not involved in the inventory counts. In addition, DOC is taking steps to establish standardized prisoner store statements to assist in ensuring the accuracy of the statements. A DOC work group has determined a standard statement format and has agreed upon an accounting software package that will also standardize how revenue and expenditures are reported. DIT has signed off on the software and DOC is currently implementing the process.