



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

RICK SNYDER  
GOVERNOR

RICHARD M. McKEON  
DIRECTOR

March 3, 2011

Mr. Doug Ringler, Director  
Office of Internal Audit Services  
Office of the State Budget  
George W. Romney Building  
111 South Capitol, 6<sup>th</sup> Floor  
Lansing, MI 48913

Dear Mr. Ringler:

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 Newberry Correctional Facility, Department of Corrections.

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

Sincerely,

Signature Redacted

Richard M. McKeon, Director  
Attachment  
RM/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     M. Perry  
          J. Sherry       J. Southwick  
          D. Straub

**Newberry Correctional Facility**  
**Department of Corrections**  
**Summary of Agency Responses to Recommendations**  
**November 2009 through July 2010**

1. Audit recommendations the agency complied with:

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

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

None

3. Audit recommendations the agency disagrees with:

None

Newberry Correctional Facility  
Department of Corrections  
Agency Responses to Recommendations

**1. Arsenal Inventory**

The auditors recommended that the Facility's business office maintain an accurate perpetual record of the arsenal inventory.

Agency Preliminary Response

*The Facility agrees with the recommendation and has complied. Steps have been taken to ensure that the arsenal sergeant forwards information regarding new weapons to the business office as required by the facility operating procedure.*

**2. Prisoner Drug Testing**

The auditors recommended that the Facility conduct the required drug tests of all selected prisoners in a timely manner.

The auditors also recommended that the Facility maintain documentation of all pertinent drug test request information.

Agency Preliminary Response

*The Facility agrees and has complied. The Facility instructed staff to ensure that the e-mail notifications are not opened prior to 12 hours before the end of the shift that will conduct the tests and to maintain documentation of when the prisoner drug testing e-mail notifications were opened.*

*However, the Facility wishes to clarify that 4 of the drug tests cited in items a and b were suspended because the Facility experienced critical incidents on that day and staff conducting the tests needed to be deployed to assist management with those incidents. For the remaining fifteen cases, the auditors' computations showed that the Facility exceeded the 12 hour time requirement by an average of 30 minutes.*

**3. Key Control**

The auditors recommended that the Facility improve its controls over keys.

Agency Preliminary Response

*The Facility agrees with the recommendation and has complied. The locksmith finished removing the keys from the key rings to match the master key inventory that was previously updated. The locksmith also updated the master key inventory to properly reflect that the one key ring containing 9 keys should not have been on the master key inventory list. The Facility also revised its operating procedure to clarify which keys are high security keys. All keys identified in the operating procedure have been stamped with "HS."*

Newberry Correctional Facility  
Department of Corrections  
Agency Responses to Recommendations

**4. Radio Checks**

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

Agency Preliminary Response

*The Facility agrees with the recommendation and has complied. The Facility implemented additional measures to ensure that radio checks are recorded in the appropriate logbook. The Facility's radio check sheets have been updated to include half-hour checks from 6:00 a.m. to 7:30 a.m. All three shifts were instructed to record radio checks as required, and to retain the radio check sheets for future reference.*

**5. Metal Detector Calibration**

The auditors recommended that the Facility properly calibrate its Level II walk-through metal detector.

Agency Preliminary Response

*The Facility agrees with the recommendation and has complied. Prior to the auditors' visit, the Facility discovered that the Level II metal detector had outlived its usefulness and placed an order for a new metal detector. The new device was installed during the auditors' visit. The Facility has been routinely calibrating the metal detector.*

**6. Security Monitoring Exercises (SMEs)**

The auditors recommended that the Facility complete all required SMEs.

Agency Preliminary Response

*The Facility agrees with the recommendation and has complied. The Facility developed and implemented a spreadsheet that identifies the various SMEs and their completion. This spreadsheet has been added to the documents submitted in the monthly report.*

**7. Sanitation and Food Service Inspections**

The auditors recommended that the Facility ensure that all required sanitation and food service inspections are documented in a timely manner.

Newberry Correctional Facility  
Department of Corrections  
Agency Responses to Recommendations

Agency Preliminary Response

*The Facility agrees with the recommendation and has complied. The Facility clarified its operating procedure to require staff to complete and forward sanitation inspection reports upon finishing the inspection on a weekly basis. The Facility sanitation coordinator reconciles the reports weekly to ensure all sanitation inspections were completed.*

*The Facility has also reinstated a system to document food sanitation inspections. The food service director monitors the forms to ensure compliance.*

**8. Telephone Monitoring**

The auditors recommended that the Facility document that it monitors at least the minimum required number of prisoner telephone calls each month

Agency Preliminary Response

*The Facility agrees with the recommendation and has complied. Shift Commanders have been reminded of the need to properly document the prisoner phone calls they monitor. Shift commanders will document the total number of phone calls monitored in their monthly report.*