



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

RICK SNYDER
GOVERNOR

DANIEL H. HEYNS
DIRECTOR

August 25, 2011

Doug Ringler, Director
Office of Internal Audit Services
Office of the State Budget
George W. Romney Building
111 South Capitol, 6th 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 Mound Correctional Facility, Department of Corrections.

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

Sincerely,

Signature Redacted

Daniel Heyns, Director
Attachment
DH/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
R. Booker
B. Curtis
J. Hamp
C. MacKenzie
D. Straub

Mound Correctional Facility
Agency Responses to Recommendations

1. Audit recommendations the agency complied with:

Recommendation numbered 1, 2, 3, 6, 8

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

Number	Date agency will comply by
1	n/a
2	n/a
3	n/a
4	8/1/2011
5	8/1/2011
6	n/a
7	8/1/2011
8	n/a

3. Audit recommendations the agency disagrees with:

None

1. 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

The Facility agrees and has complied. The Facility's operating procedure requirements exceed the prisoner shakedowns required by DOC policy and will be brought into line with policy. The Facility has instructed non-housing to turn in their required prisoner shakedown sheets to the yard sergeant by the end of the shift daily. The shift commander ensures that weekly checks are made of all prisoner shakedowns sheets to track and ensures that staff have turned them in as required and to ensure the proper form was used.

The Facility has also directed housing staff to maintain better control of their cell shakedown documentation. Housing unit officers are now documenting cell searches in a logbook designated for cell searches that is maintained in the unit. The area supervisor reviews the logbook daily to ensure the required number of cell searches are being completed by the day and afternoon officers. The resident unit managers perform weekly follow-up reviews of the logbook to ensure compliance, and take corrective action as necessary. The resident unit managers are required to include this data in their monthly report.

2. Gate Manifests

THE AUDITORS AGAIN RECOMMENDED THAT THE FACILITY PROPERLY COMPLETE AND MONITOR GATE MANIFESTS.

Agency Preliminary Response

The Facility has complied. The regular gate officers, along with other custody officers, have been provided training regarding the procedure for gate manifests. Also, a custody supervisor has been assigned the duties of checking the manifests on a daily basis.

3. Firearm Qualification

THE AUDITORS AGAIN RECOMMENDED THAT THE FACILITY ENSURE THAT ALL OFFICERS WHOSE ASSIGNMENTS REQUIRE THE USE OF FIREARM ARE ANNUALLY REQUALIFIED.

Agency Preliminary Response

The Facility has complied. The human resource developer (HRD) has corrected and updated the TR-121 report highlighting accurate officer qualification/expiration dates. Updated copies are distributed to the shift commanders and arsenal sergeant. When issuing assignments, the arsenal sergeant and shift commander who issues a weapon utilizes the weapons qualification list to ensure that only those who have a current qualification date are assigned to assignments requiring firearms.

4. Criminal History Checks

The auditors recommended that the Facility conduct annual criminal history checks for all officers whose assignments require the use of a firearm, prior to the start of their requalification training.

Agency Preliminary Response

The facility agrees and will comply. LEIN requests are processed for all employees whose assignment required the use of weapons. The deputy warden and human resource developer have developed a process for which LEIN checks will be processed for all officers during the months of January and February and completed annually by March 1st. A facility operating procedure will be developed by August 1, 2011 for annual criminal history checks.

5. Security Monitoring Exercises (SMEs)

THE AUDITORS AGAIN RECOMMENDED THAT THE FACILITY COMPLETE ALL OF THE REQUIRED SMES.

Agency Preliminary Response

The Facility agrees and will comply. The Facility's operating procedure requirements exceed DOC policy and require performance of SMEs monthly instead of quarterly. The Facility will change its procedure to match DOC policy by August 1, 2011. The inspector ensures that SMEs are completed and turned in at the end of each quarter. The inspector reviews the completed exercises before forwarding them to the deputy warden.

6. Metal Detector Calibration

The auditors recommended that the Facility calibrate its walk-through metal detector as required by Facility procedures.

Agency Preliminary Response

The Facility agrees and has complied. The Facility has assigned the arsenal sergeant to ensure the metal detector is calibrated monthly. Calibration of the metal detector is logged in the arsenal log book and on a monthly card. The Facility inspector reviews the documentation and conducts random testing of the equipment at least once a month to ensure the calibration is being completed.

7. Radio Checks

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

Agency Preliminary Response

The Facility agrees and will comply. Radio checks were conducted as required by policy and procedure, however, they were not properly documented. Shift commanders will verify that radios checks are completed and documented in the arsenal bubble officer's logbook and on the

check-off list. Completed check-off lists will be submitted to the assistant deputy warden for review and followup. The appropriate log book and check-off lists will be in place by 8/1/11.

8. Sanitation Inspections

The auditors again recommended that the Facility properly document all required weekly sanitation inspections.

Agency Preliminary Response

The Facility agrees and has complied. The facility sanitation inspector has implemented a log system that provides a snapshot summary of the weekly sanitation reports submitted weekly and takes appropriate follow up action. The facility sanitation inspector issued a memorandum providing instructions to staff regarding how to properly submit the weekly sanitation inspection reports.