



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

RICK SNYDER  
GOVERNOR

DANIEL H. HEYNS  
DIRECTOR

November 1, 2013

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 performance audit of the Macomb Correctional Facility covering the period October 1, 2011 through April 30, 2013.

Please direct questions regarding the summary table or corrective action plans to Julie Hamp at (517) 335-6886.

Sincerely,

Signature Redacted

Dan Heyns, Director  
Attachment

- 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
  - B. Curtis
  - T. Finco
  - J. Hamp
  - C. MacKenzie
  - K. Romanowski
  - R. Treacher

1. Audit recommendations the agency complied with:

1, 2, 3, 4, 5

2. Audit recommendations the agency disagrees with:

None

**1. Arsenal**

The auditors recommended that the Facility maintain proper control over weapons stored in its arsenal.

Agency Preliminary Response

*The Facility agrees and has complied. The Facility updated the arsenal master tool inventory and identified the appropriate weapons that have been retired, keeping track of the identification numbers and to where they were retired. The Facility will ensure that serial numbers are updated when weapons are replaced and that out-of-service weapons are reflected on the master inventory. The inspector reviewed and approved the arsenal master tool inventory. The inspector will be the independent third party who will periodically verify the master weapons inventory record and conduct the annual audit of all firearms during the month of March.*

**2. Cell Searches**

The auditors recommended that the Facility perform and document all required prisoner cell searches.

Agency Preliminary Response

*The Facility agrees and has complied. The Facility created a new, user-friendly form that housing unit officers are using to record their completed cell searches. This new form also allows shift commanders to quickly determine if the housing unit officers have completed their daily task of searching the identified cells for contraband.*

**3. Tool Control**

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

Agency Preliminary Response

*The Facility agrees and has complied. The tool officer has corrected the etching of the identified tools found with incorrect numbers, re-etched and repainted those tools where numbers and paint were worn, properly color-coded the tools as critical or dangerous, and reviewed and added all tools to the appropriate tool inventories and designated their level of control.*

**4. Prisoner Counts**

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

Agency Preliminary Response

*The Facility agrees and has complied. The Facility updated the prisoner count operating procedure to include recording informal counts in the appropriate housing unit and the electronic monitor log books. Supervisors and shift commanders will ensure that logbooks are appropriately maintained.*

**5. Radio Checks**

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

Agency Preliminary Response

*The Facility agrees and has complied. Custody supervisors have ensured that radio checks are conducted twice per shift and hourly for single person assignments and every half hour for single person assignments during the hours of darkness. Documentation is now recorded in the logbook.*