



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

RICK SNYDER
GOVERNOR

DANIEL H. HEYNS
DIRECTOR

March 3, 2014

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 performance audit of the Pugsley Correctional Facility covering the period October 1, 2011 through August 31, 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
M. Curley J. Hamp
T. Finco R. Treacher
S. Harry C. MacKenzie

1. Audit recommendations the agency complied with:

1, 2, 3, 4, 5

2. Audit recommendations the agency disagrees with:

None

1. Gate Manifests

The auditors recommended that the gate officers properly complete all gate manifests. In addition, the auditors recommended that the gate officers properly maintain their copy of all gate manifests.

Agency Preliminary Response

The Facility agrees and has complied. The Facility conveyed to staff the importance of fully and properly completing and maintaining gate manifests. Administrators and supervisors are monitoring this issue. If assigned supervisors find deficiencies during their weekly review, they send information to the shift commander of the shift the employee works on. The shift commander reviews the deficient gate manifest, ensuring the employee is aware of his/her mistake, and trains him/her in the proper completion of the gate manifest. The Facility directed assigned staff to provide copies of the deficient manifests to the deputy warden and the applicable shift commander to document the action taken to correct the deficiency. If correction includes training, the shift commander will provide a copy of the Individual Training Program Report (CAR-854) to the deputy warden and the training department.

2. Employee Searches

The auditors recommended that the bubble officers ensure that all employees are cleared to enter the secure perimeter. The auditors also recommended that the front gate officers document that they completed all required employee shakedowns.

Agency Preliminary Response

The Facility agrees and complied. The Facility provided written directives to relevant staff. Administrators and supervisors are monitoring this issue. Supervisors will provide a monthly report to the deputy warden identifying the periods that employee searches were monitored and, if deficiencies were noted, what the deficiencies were and the action taken to correct them. If this required additional training, supervisors will document it on the Individual Training Program Report (CAR-854), forwarding it with the monthly report to the deputy warden.

3. Gate Pass Assignments

The auditors recommended that the supervising officers document that they conduct all of the required visual observations of prisoners on gate pass assignments.

Agency Preliminary Response

The Facility agrees and complied by revising and updating its operating procedure to require documenting visual checks and prisoner counts on the Gatepass Detail – State Grounds form. In addition, the Facility revised the Gatepass Detail – State Grounds form to better allow staff to record visual checks and prisoner counts. The Facility notified staff supervising gate pass prisoners on facility grounds of the change and the requirements of the updated form. The day activity sergeant is monitoring this issue.

4. Radio Checks

The auditors recommended that the bubble officers and control center officers document all required radio checks.

Agency Preliminary Response

The Facility agrees and complied by revising and updating its operating procedure regarding institutional radios. Administrators and supervisors are monitoring this issue. Supervisors will provide a monthly report to the deputy warden identifying the periods that radio checks were reviewed and, if deficiencies were noted, what the deficiencies were and the action taken to correct them. If correction includes training, supervisors will document this on the Individual Training Program Report (CAR-854), forwarding it with the monthly report to the deputy warden and the training department.

5. Logbook Documentation

The auditors recommended that the Facility staff document all required entries for gate pass assignments, radio checks, prisoner shakedowns, perimeter checks, metal detector calibrations, and informal counts in the appropriate logbooks.

Agency Preliminary Response

The Facility agrees and complied. Administrators and supervisors are monitoring this issue and address deficiencies with staff. Supervisors assigned to specific areas having a logbook complete a monthly report that indicates the periods the logbook was reviewed and, if deficiencies were noted, what the deficiencies were and the action taken to correct them. The training officer is developing a training module for logbook entries that supervisors will deliver during rounds and squad training and document on the Individual Training Program Report (CAR-854).