



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

RICK SNYDER  
GOVERNOR

DANIEL H. HEYNS  
DIRECTOR

June 4, 2015

Jeff Bankowski, Chief Internal Auditor  
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. Bankowski:

In accordance with the State of Michigan, Financial Management Guide, Part VII, attached is a summary table identifying that status of our responses and a corrective action plan to address the recommendations contained within the Office of the Auditor General's performance audit of the Marquette Branch Prison dated February 2015.

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

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  
T. Finco                      R. Napel  
C. MacKenzie                L. Rapelje

**Status of Responses  
Summary Table**

<b>Audit Recommendations the Agency Complied With:</b>	1, 2, 3, and 5
<b>Audit Recommendations the Agency Will Comply With:</b>	4: Expected compliance date: August 1, 2015
<b>Audit Recommendations the Agency Disagrees With:</b>	None

**Corrective Action Plan**

**1. Arsenal**

The auditors recommended that MBP inspect and inventory weapons stored in its ERT arsenal.

Agency Preliminary Response

*MBP agrees and has complied. MBP will continue to secure the ERT arsenal in a vault which has constant video surveillance and limited access through the use of a key pad and biometric scanner. MSP uses seals on the door to detect and record entry into the vault. MBP inspects the seals each shift and records the inspections in the logbook. The ERT Team Commander has designated a staff member to perform weekly and monthly inventories of all equipment stored in the vault. In addition, MBP will continue formal quarterly follow-up reviews to ensure compliance.*

**2. Gate Manifests**

The auditors recommended that MBP properly complete and distribute all gate manifests.

Agency Preliminary Response

*MBP agrees with the findings and has complied by clarifying its operating procedure and providing additional training to staff who regularly work with and process gate manifests. MBP requires staff to submit completed gate manifests to the 10 – 6 shift commander who is responsible to inspect and review the gate manifests for compliance with policy and procedure. The shift commander is closely monitoring the deficiencies identified by the auditors. MBP now also distributes gate manifests in increments of 100 to three separate areas to ensure consistency and provide for a sequential numbering process that can be easily monitored.*

*MBP also added an inspector position to the facility whose core responsibilities include monitoring, evaluating, and critiquing the gate manifest process. MBP will continue formal quarterly follow-up reviews to ensure compliance.*

### **3. Metal Detector**

The auditors recommended that MBP ensure all staff walk through the metal detector to enter the level V secure perimeter.

#### Agency Preliminary Response

*MBP agrees and complied by clarifying its operating procedure to require staff to clear the metal detector. MBP also instructed arsenal and big gate staff to ensure compliance. MBP is addressing noncompliance through formal corrective action and will continue formal quarterly follow-up reviews of this area.*

### **4. Key Control**

The auditors recommended that MBP improve its controls over keys and padlocks.

#### Agency Preliminary Response

*MBP agrees and has taken steps to comply. MBP had recently installed a new KeyWatcher system which required extensive changes and movement of keys. During the changeover, all information was not properly recorded or deleted. The locksmith has completed an inventory of all key rings in the KeyWatcher key boxes and corrected all discrepancies. MBP also established a new inventory system for padlocks. The locksmith completed an inventory of all padlocks and is correcting any discrepancies. MBP will conduct formal quarterly follow-up reviews of these areas to ensure compliance.*

### **5. Food Service Sanitation Inspections**

The auditors recommended that DOC ensure that its food service vendor properly complete and retain the required daily and weekly food service inspection reports.

#### Agency Preliminary Response

*The DOC agrees and has complied. The vendor began food service operations in December 2013 and DOC provided technical assistance and support during the transition. In January 2014, DOC began its compliance monitoring efforts which it formalized and made more comprehensive in the following months. Since April 2014, DOC has been conducting bi-weekly inspections using a comprehensive monitoring tool and has worked with the vendor to achieve necessary corrective action.*

*The vendor has also implemented a management tool entitled the "Red Book" that contains all daily and weekly food service inspection reports. Vendor management is responsible to review the Red Book to ensure compliance. Training of vendor staff has also occurred and will continue on a routine basis.*