



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

RICK SNYDER
GOVERNOR

HEIDI E. WASHINGTON
DIRECTOR

February 2, 2016

Jeffrey S. Bankowski, Chief Internal Auditor
Office of Internal Audit Services
Office of the State Budget
George W. Romney Building
111 South Capitol, 6th 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 our responses and a corrective action plan to address the recommendations contained within the Office of Auditor General's performance audit of Bellamy Creek Correctional Facility.

Questions regarding the summary table or corrective action should be directed to Lia Gulick at (517) 373-3800.

Sincerely,

Signature Redacted

Heidi Washington, Director

Attachment
HW/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
B. Curtis
L. Gulick
C. MacKenzie
K. McKee
J. Sherry
T. Trierweiler

**Responses to Office of the Auditor General's Performance Audit of
Bellamy Creek Correctional Facility**

Summary Table
Audit recommendations the agency complied with: All

Corrective Action Plan

1. Proper Completion and Distribution of Gate Manifests Needed

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

Agency Preliminary Response

The Facility agrees with the findings and has complied by providing additional direction to staff who regularly work with and process gate manifests. The Facility requires staff to submit completed gate manifests to the 10 – 6 shift commander who is responsible to inspect and review the gate manifests for proper completion and distribution. The shift commander is closely monitoring the deficiencies identified by the auditors. Facility administrators will continue to monitor the process to ensure that facility and departmental operating procedures are being followed.

2. Improved Use of Electronic Screening Devices Before Employees Enter the Secure Perimeter Needed

The auditors recommended that the Facility ensure that all staff walk through the metal detector or are subjected to a search using a hand-held screening device prior to entering the secure perimeter.

Agency Preliminary Response

The Facility agrees and has complied. Gate and bubble staff have been reminded that all staff must pass through the metal detector, or be screened utilizing the hand held metal detector. Facility administrators and supervisors continue to monitor this issue. The Facility will provide additional training as deemed necessary to ensure compliance with policy requirements.

3. Improvements are Needed for Conducting and Documenting Radio Checks

The auditors recommended that the Facility conduct and document all required radio checks to help ensure the safety and security of the officers.

Agency Preliminary Response

The Facility agrees and has complied by educating staff on the requirements of the policy and operating procedure. Facility administrators and supervisors are monitoring this issue and will ensure continuous compliance. The Facility will provide additional training as deemed necessary to ensure proper completion and documentation of radio checks.

4. All Employees Need to be Searched Monthly

The auditors recommended that the Facility ensure that the all employees are searched at least once each month.

Agency Preliminary Response

The Facility agrees and has complied. Supervisory staff have been advised to ensure that all employees are searched at least once a month. In addition, Facility administrators are monitoring compliance. Additional direction will be provided if deemed necessary to ensure compliance.