



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

PATRICIA L. CARUSO
DIRECTOR

March 23, 2007

Doug Ringler, Director
Support Services Division
Office of State Budget
P.O. Box 30026
Lansing, MI 48909

Dear Mr. Ringler:

Pursuant to Administrative Procedure 1280.02, attached please find a preliminary response to the Auditor General's performance audit of the:

Robert Scott Correctional Facility

Sincerely,

DEPARTMENT OF CORRECTIONS

Signature Redacted

Patricia L. Caruso, Director

Attachment
PC/22/cm

c: B. Bock
C. MacKenzie
C. Stovall
D. Straub
DMB Office of Budget
Office of the Auditor General

**Preliminary Response to the
Performance Audit of the
Robert Scott Correctional Facility**

1. Gate Manifests

The auditors recommended that RSCF effectively monitor and reconcile gate manifests.

Agency Preliminary Response:

RSCF agrees and has complied. RSCF is in compliance with DOC operating procedure 04.04.100 and now uses prenumbered gate manifests which are recorded in a log maintained by the information desk officer. Upon completion of each shift, the information desk officer reconciles the manifests to the log where deficiencies are found, and reports such to the deputy warden for appropriate follow up action. In addition, RSCF updated its authorized signature on manifest list to legibly reflect all authorized staff persons who may sign a manifest.

2. Key and Padlock Control

The auditors recommended that RSCF improve its control over keys and padlocks:

Agency Preliminary Response:

RSCF agrees and has complied. The RSCF locksmith has updated the master key inventory list and the master padlock inventory list and conducted complete inventories. All emergency key rings have been color coded and riveted to ensure identification by touch and sight. Daily key inventories for in-service keys are being completed by control center and bubble staff. The control center log and bubble log record the date, time of completion, key box, and name of person performing the inventory. The inspector is reviewing the logs daily and documenting the review. In the absence of the inspector, the shift commanders and shift supervisors are reviewing the logs daily to ensure compliance and document their review.

3. Prisoner Shakedowns

The auditors recommended that RSCF revise its procedures to require housing unit officers to perform prisoner shakedowns.

Agency Preliminary Response:

RSCF agrees and has complied. RSCF has revised its operating procedure to require female officers in the housing units to conduct an appropriate number of prisoner shakedowns to ensure that a reasonable number of prisoners are searched on a routine basis.

4. Prisoner Cell Searches

The auditors recommended that RSCF document whether it performed all required cell searches.

Agency Preliminary Response:

RSCF agrees and has complied. A log has been established and is being maintained in each housing unit to document first and second shift searches of cells. Each assistant resident unit supervisor is verifying shakedowns by reviewing the log daily and signing it. Resident unit managers weekly review the log, document their review, and take appropriate action to ensure that officers conducted the required searches.

Third shift officers document searches of common areas in the housing unit log books. Third shift officers also complete a daily area shakedown report which is submitted monthly to the shift commander for review and retention. In addition, shift commanders are required to make rounds to ensure staff are in compliance with policies and procedures.

A log has also been established and is being maintained in each housing unit to document that each occupied cell is searched four times each month. The resident unit managers review the log, document their review, and take appropriate action where deficiencies are identified.

5. Security Classification

The auditors recommended that RSCF complete the security classification evaluations of prisoners annually.

Agency Preliminary Response:

RSCF agrees and has complied. A monthly management information system report is circulated by record office staff to housing staff identifying which prisoners are due for a security classification evaluation. Assistant resident unit supervisors review a tickler file weekly. Resident unit managers and the assistant deputy warden of housing review the monthly report to ensure that the required evaluations are completed timely.

6. Drug Testing

The auditors recommended that RSCF conduct required drug tests of all selected prisoners. The auditors also recommended that RSCF conduct prisoner drug tests in a timely manner.

Agency Preliminary Response:

RSCF agrees and has complied. The shift commander ensures that all identified prisoners are tested and that the testing is completed within 12 hours of opening the e-mail.

7. Security Monitoring Exercises

The auditors recommended that RSCF document whether it completed all security monitoring exercises.

Agency Preliminary Response:

RSCF agrees and has complied. RSCF has established a process for the captain of each shift to report monthly to the deputy warden whether the required number of security monitoring exercises were performed and to allow for corrective action if necessary.

8. Metal Detector and X-Ray Machine Calibration

The auditors recommended that RSCF periodically test and calibrate its walk-through metal detector and x-ray machine.

Agency Preliminary Response:

RSCF agrees and has complied. The maintenance department's quarterly testing and calibration of the walk-through metal detector and x-ray machine has been incorporated into the preventive maintenance schedule. The current quarter's test and calibration have been performed. In addition, shift commanders daily check the metal detector and document the check in the bubble log book.

9. Self-Contained Breathing Apparatus (SCBA) Squad

The auditors recommended that RSCF ensure that all corrections officers are properly qualified in the use of SCBA equipment prior to assigning them to the SCBA squad. The auditors also recommended that RSCF ensure that corrections officers perform and document required inspections of the SCBA equipment.

Agency Preliminary Response:

RSCF agrees and has complied. The human resources developer provides shift commanders with an up-to-date listing of SCBA qualified corrections officers. Shift commanders only assign staff to the squad who are on the certification list. In addition, the fire inspector ensures that weekly SCBA equipment inspections are performed.

10. Sanitation Inspections

The auditors recommended that RSCF ensure that all required weekly and monthly sanitation inspections are conducted and properly documented.

Agency Preliminary Response

RSCF agrees and has taken steps to comply. All weekly reports are submitted to the facility sanitation coordinator. Copies of weekly inspections are sent to department heads who are responsible to ensure that any corrective action is taken to correct deficiencies identified in the sanitation inspections. The facility sanitation officer is responsible to conduct and document comprehensive monthly inspections. Department heads are responsible to ensure that deficiencies identified in the monthly inspections are corrected. The deputy warden reviews all monthly reports and documents the review. RSCF procedures will be revised to reflect this.

11. Maintenance

The auditors recommended that RSCF ensure that all preventive maintenance activities and maintenance work orders are completed in a timely manner.

Agency Preliminary Response

RSCF agrees and has taken steps to comply. RSCF maintenance supervisors are now reviewing a weekly MicroMain report that lists open work orders, including preventive maintenance by due date and assigned staff. This report is being used as a tool to assist in ensuring and documenting timely completion of preventive maintenance and work orders. The physical plant superintendent is working to eliminate the backlog of work orders.

12. Food Service Menu Changes and Quality Checks

The auditors recommended that RSCF document and approve all food service menu changes. The auditors also recommended that RSCF perform all required food quality checks.

Agency Preliminary Response

RSCF agrees and has complied. The food service director ensures that menu changes are approved by comparing the food production worksheet with the completed report on menu change (CAH-108). RSCF revised its operating procedure to discontinue the use of the post food service report (CAJ-105) form as these evaluations are not required by policy. RSCF continues to conduct the preservice food quality checks as least 30 minutes before the meal is served. These quality checks are made and documented by the food service director or one of the authorized designees identified in policy.

EXHIBIT A
Audit Response Summary
Performance Audit of the
Robert Scott Correctional Facility

1. Findings/Recommendations DOC complied with:

1, 2, 3, 4, 5, 6, 7, 8, 9, and 12

2. Findings/Recommendations DOC will comply with by:

10 4/31/2007

11 7/01/2007

3. Findings/Recommendations DOC disagreed with:

None