



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

RICK SNYDER  
GOVERNOR

DANIEL H. HEYNS  
DIRECTOR

August 25, 2011

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 audit report of the Ryan Correctional Facility, Department of Corrections.

Questions regarding the summary table or corrective action plans should be directed to Julie Hamp, Office of Risk Management, at (517) 335-6886.

Sincerely,

Signature Redacted

Daniel 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  
R. Booker  
B. Curtis  
J. Hamp  
C. MacKenzie  
D. Straub

Ryan Correctional Facility  
Agency Responses to Recommendations

1. Audit recommendations the agency complied with:

1, 2, 3, 4, 5, 6, 7

2. Audit recommendations the agency agrees with and will comply:

Number	Date agency will comply by
	Not applicable

3. Audit recommendations the agency disagrees with:

None

**1. Arsenal Inventory**

The auditors recommended that the Facility maintain an accurate master inventory record of arsenal equipment.

Agency Preliminary Response

*The Facility agrees and complied by updating the serial numbers on the master inventory list. The Arsenal Sergeant has been instructed to ensure that serial numbers are recorded on the master inventory list as weapons are purchased.*

**2. Gate Manifests**

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

Agency Preliminary Response

*The Facility agrees and has complied. The supervisor assigned to monitor the gate during shift change reviews and reconciles the gate manifests for their shift. The midnight shift has enhanced the daily reconciliation process and prepares a more comprehensive report after the daily review. The shift commanders has trained all gate officers to thoroughly review all gate manifests to ensure that all required information is included on the manifests before the items are allowed to pass through the gate. The Facility has also stressed the importance of properly completing the manifests at staff meetings.*

**3. Criminal History Checks**

The auditors recommended that the Facility conduct annual criminal history checks for all officers whose assignment requires the use of a firearm.

Agency Preliminary Response

*The Facility agrees and has complied. The Facility has changed its operating procedure to require staff to conduct annual LEIN checks by March 1<sup>st</sup> for all employees whose assignment requires the use of a weapon.*

**4. 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 master tool inventory book was updated and reviewed by the tool control officer to ensure that the tool inventories matched the inventories posted in the tool storage areas. The tool inventory list has been signed by the tool area manager. The tool control officer will continue to monitor tool storage areas and the tool inventory lists to ensure compliance. However, the Facility wishes to clarify that the tool storage area inventory list that had not been posted was for a locker that had been sealed due to*

*an employee's extended leave and subsequent retirement. The seal on the locker was broken for the auditor and the inventory list matched the tools in the locker.*

*The tool control officer has provided instructions to facility department heads regarding the required steps to properly complete and submit a tool report form (CAJ-346). The Facility has updated the operating procedure for tool control to clarify the requirements for proper completion and submission of the tool report form and ensure that the tool report form has the required signatures. The tool control officer has conducted training with all tool area managers and work area supervisors to ensure proper completion and submission of tool reports. The tool control officer is monitoring compliance regarding the tool inspections and documentation and is reporting all deficiencies to the appropriate department head for appropriate action.*

**5. Radio Checks**

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

Agency Preliminary Response

*The Facility agrees and has complied. Facility review of the 24 undocumented radio checks revealed that eight occurred on one shift for which the staff person failed to document any of the required checks. The majority of the remaining incidents of non-compliance occurred within the last ½ hour of the affected shifts. Shift commanders have been instructed to conduct and document all radio checks as required by policy.*

**6. Metal Detector Calibration**

The auditors recommended that the Facility test and calibrate its walk-through metal detector as required.

Agency Preliminary Response

*The Facility agrees and has complied. The Facility has assigned the arsenal sergeant to ensure that the required calibration tests are completed quarterly and documented in the log book at the gate officer assignment. Supplemental documentation of the metal detector calibrations is maintained in the deputy warden's office.*

**7. Sanitation Inspections**

The auditors recommended that the Facility properly document all required weekly sanitation inspections.

Agency Preliminary Response

*The Facility agrees and has complied. The Facility has designated staff to review and monitor the weekly sanitation inspection reports. In addition, the Facility has required all Facility staff that complete weekly sanitation inspections to complete an in-service training course titled "Conducting Weekly Sanitation Inspections."*