



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

RICK SNYDER
GOVERNOR

DANIEL H. HEYNS
DIRECTOR

November 1, 2013

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 Alger Correctional Facility covering the period October 1, 2011 through May 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
C. Bauman
M. Curley
T. Finco
J. Hamp
C. MacKenzie

1. Audit recommendations the agency complied with:

1, 2, 3

2. Audit recommendations the agency disagrees with:

None

1. Gate Manifests

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

Agency Preliminary Response

The Facility agrees and has complied. A Facility operating procedure and two Facility post orders were revised. A 6:00 a.m. to 2:00 p.m. shift sergeant is assisting the 6:00 a.m. to 2:00 p.m. shift commander in the distribution and reconciliation process. Also, training for completion and distribution of the gate manifests was completed on all custody shifts on August 30, 2013.

2. Radio and PPD Checks

The auditors recommended that the Facility document that it conducts all required radio and PPD checks.

Agency Preliminary Response

The Facility agrees and has complied. A Facility operating procedure was revised to include a control to ensure that all radio and PPD checks were completed and documented as required. All shift supervisors have been added to the radio check list.

3. Maintenance

The auditors recommended that the Facility complete all scheduled preventive maintenance tasks in a timely manner.

Agency Preliminary Response

The Facility agrees and has complied. The physical plant supervisor and business manager ensure that all scheduled preventative maintenance tasks are completed on time. Open work orders are reviewed twice weekly to ensure that the employee assigned to the task has completed the task and, if necessary, the task is reassigned to another employee to ensure timely completion.