



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

RICK SNYDER
GOVERNOR

HEIDI E. WASHINGTON
DIRECTOR

June 6, 2016

Bryan Weiler, Acting 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. Weiler:

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 Prisoner Transportation.

Questions regarding the summary table or corrective action should be directed to Julie Hamp, Administrator, Procurement, Monitoring and Compliance Division at 335-6886.

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
K. McKee
M. Curley
M. Whitford
J. Sherry
S. Pike
J. Hamp
C. MacKenzie

**Responses to Office of the Auditor General's Performance Audit of
Prisoner Transportation**

Summary Table	
Audit recommendations the agency complied with: 1 and 2	
Audit recommendations the agency will comply with and expected compliance date 3 10/01/2016	

Corrective Action Plan

1. Improved Documentation of Prisoner Transportation Activity Needed

The auditors recommended that DOC ensure that the CTOs accurately and completely document their prisoner transportation activity.

Agency Preliminary Response

DOC agrees with the recommendation and complied by taking steps to improve its process.

DOC revised the daily trip sheet and provided training to transportation qualified staff to clarify proper completion of the required fields. DOC also instructed supervisors to timely collect and review all daily trip sheets and return those that are incomplete or contain errors to staff for correction.

2. Documenting CTO Activity Needs Improvement

The auditors recommended that DOC consistently document CTO activity for when CTOs are not transporting prisoners.

Agency Preliminary Response

DOC agrees with the recommendation and complied by developing an individual daily activity log to account for the activities that CTOs performed throughout the day outside of transporting prisoners. CTOs submit the logs to their supervisor at the end of the work day and their supervisors are required to review the logs for accuracy and completeness. DOC also provided training to CTOs on properly completing the documentation.

It is important to note that CTOs are sometimes assigned other duties, such as to attend training or work in another unit due to work restrictions during all or part of their shift. In addition, since transportation is on an as-needed basis, there are times during all or part of their shift when CTOs will not have a transportation run. Transportation supervisors have responsibility to assign and monitor all CTO duties to ensure effective use of staff. During these times, CTOs are assigned other duties such as working inside correctional facilities, participating in on-line training, cleaning and maintaining vehicles and transportation equipment, reviewing and processing paperwork, writing reports, ordering transportation supplies, and responding to emails.

3. Prisoner Transportation Cost Not Accurately Recorded

The auditors recommended that DOC accurately account for all prisoner transportation costs to provide complete information for management decision making.

Agency Preliminary Response

DOC agrees with the recommendation.

Although DOC does not record all transportation-related payroll adjustments in the State's accounting system, DOC documents and monitors instances when corrections officers perform transportation runs and when CTOs work inside a correctional facility via daily transportation schedules and activity logs. By October 1, 2016, the DOC Budget, Accounting, and Projections Division and transportation staff will design a template to record these instances, establish a schedule and timeline for submitting the completed templates, and implement a procedure for reviewing the templates to determine if this activity rises to a material level that would warrant a cost reallocation.