



STATE OF MICHIGAN

DEPARTMENT OF STATE POLICE

LANSING

GRETCHEN WHITMER

GOVERNOR

COL. JAMES F. GRADY II

DIRECTOR

September 19, 2025

Chief Internal Auditor  
State Budget Office  
Office of Internal Audit Services  
111 S Capitol Ave  
7<sup>th</sup> Floor, Romney Building  
Lansing MI 48933

Dear Jessica Thomas,

In accordance with the State of Michigan, [Financial Management Guide, Part VII](#), enclosed is our final corrective action plan to address recommendations contained within the Office of Auditor General report of the Michigan Department of State Computer Crimes Unit Handling and Safeguarding of Physical Media and Devices.

If you have any questions regarding the corrective action plan, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "A Baker", is positioned below the word "Sincerely,".

Amanda Baker  
Internal Control Officer

Enclosure (1)

c: Executive Office  
Office of the Auditor General  
House Fiscal Agency  
Senate Fiscal Agency  
House Appropriations Committee  
Senate Appropriations Committee  
Col. James F. Grady II  
Capt. Liz Rich  
Insp. Steve Borello

Michigan Department of State Police  
Computer Crimes Unit  
Handling and Safeguarding of Physical Media and Devices (551-0147-24)  
Issued By Office of the Auditor General (OAG)  
May 22, 2025  
Department Final Corrective Action Plan

**Summary Response Matrix**

|                  | Complied | Will Comply | Partially Complied | Will Not Comply |
|------------------|----------|-------------|--------------------|-----------------|
| Agrees           | 1, 2, 3  | 4           |                    |                 |
| Partially Agrees |          |             |                    |                 |
| Disagrees        |          |             |                    |                 |

**Final Corrective Action Plan (CAP)**

**Finding Number 1: Enhanced policies and/or procedures are needed for physical access to CCU office workspaces and property rooms.**

**Recommendation:** We recommend CCU enhance policies and/or procedures for physical access to CCU office workspaces and property rooms.

**Department Response/Management Views:** MSP agrees and has complied.

**Corrective action steps that have been implemented:** CCU developed an internal policy for physical access. *Completion Date – 6/24/2025*

**Overall Compliance Date:** 6/24/2025

**Responsible Individual:** D/F/Lt. Wesley Smith

**Finding Number 2: A specific digital evidence disposition policy is needed for releasing and destroying physical media and devices.**

**Recommendation:** We recommend MSP develop a policy specific to the disposition of digital evidence, including physical media and devices.

**Department Response/Management Views:** MSP agrees and has complied.

**Corrective action steps that have been implemented:** CCU developed an internal policy for device destruction. *Completion Date – 6/24/2025*

**Overall Compliance Date:** 6/24/2025

**Responsible Individual:** D/F/Lt. Wesley Smith

**Finding Number 3: A current evaluation of fire suppression systems is needed.**

**Recommendation:** We recommend MSP perform a current evaluation of its fire suppression systems and take necessary measures to ensure all physical media and devices are best protected from fire.

**Department Response/Management Views:** MSP agrees and has complied.

**Corrective action steps that have been implemented:** CCU evaluated its fire suppression systems.  
*Completion Date – 6/24/2025*

**Overall Compliance Date:** 6/24/2025

**Responsible Individual:** D/F/Lt. Wesley Smith

**Finding Number 4: eAICS user access controls need improvement.**

Related IT system, if applicable: Electronic Automated Incident Capture System (eAICS)

**Recommendation:** We recommend MSP improve user access controls over eAICS.

**Planned corrective action steps that will be implemented:** MSP will conduct a Lean Process Improvement (LPI) to evaluate the review and update of procedures for user access. *Anticipated Completion Date – 9/30/2025*

eAICS system administrators will complete a cleanup of CCU eAICS users. *Completion Date – 7/23/2025*

**Overall Anticipated Compliance Date:** 9/30/2025

**MSP Responsible Individual:** F/Lt. Roger Hunt & Lt. David Stokes