



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

PATRICIA L. CARUSO
DIRECTOR

February 2, 2010

Mr. Bryan Weiler
Office of Internal Audit Services
Office of the State Budget
George W. Romney Building
111 South Capitol, 5th 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 the Auditor General's audit report of the Ionia Maximum Correctional Facility, Department of Corrections.

Questions regarding the summary table or corrective action plans should be directed to Julie Southwick, at (517) 335-6886.

Sincerely,

DEPARTMENT OF CORRECTIONS

Signature Redacted

Patricia L. Caruso, Director
Attachment
PC/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
C. MacKenzie
W. Smith
J. Southwick
D. Straub
R. Wolfe

**Ionia Maximum Correctional Facility
Department of Corrections
Summary of Agency Responses to Recommendations
October 2007 through June 2009**

1. Audit recommendations the agency complied with:

2, 3, 5, 7, 8, 9, 10

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

1 12/31/2010

4 1/31/2010

6 1/31/2010

3. Audit recommendations the agency disagrees with:

None

**Ionia Maximum Correctional Facility
Department of Corrections
Agency Responses to Recommendations**

1. Gate Manifests

The auditors recommended that the Facility effectively monitor gate manifests.

Agency Preliminary Response

ICF agrees with this recommendation and has taken steps to comply. ICF reviewed the manifests cited by the audit team and found that many of the missing receiver signatures were instances where the items were carried into the facility by the receiver. Staff have been instructed to sign as both the carrier and the receiver in these instances. To ensure gate manifests are properly completed, ICF is in the process of clarifying its operating procedure to establish a process for monitoring and correcting errors. The 10-6 Shift Commander will be responsible for monitoring gate manifests for all aspects of completeness. Those found with deficiencies will be forwarded to the ADW Custody/Housing for further corrective action. In addition, the Department has reviewed the gate manifest form and is taking steps to revise the form to add clarity for staff who complete the form.

2. Tool Control

The auditors recommended that the Facility maintain proper control over tools.

Agency Preliminary Response

ICF agrees with this recommendation and complied. ICF located the missing tools in the property room, quartermaster area, and MSI factory. The Tool Control Officer has corrected the items noted in the audit. In addition, the Tool Control Officer verified and updated the master tool inventory during the recent annual tool audit to ensure that the master tool inventory was complete and accurate and that all tools were properly etched and color-coded.

3. Prisoner Counts

The auditors recommended that the Facility conduct and document all required prisoner counts.

Agency Preliminary Response

ICF agrees with this recommendation and has complied. Resident Unit Managers of each housing unit will ensure hourly informal prisoner counts are appropriately documented in the unit logbook noting the time and the number of prisoners out of the unit at the time the count is taken. In addition, Shift Commanders for the 3rd shift will ensure that housing unit officers document hourly "informal count rounds." ICF noted that the Level V units were documenting hourly "rounds" instead of hourly "informal count rounds". This was particularly evident on the 3rd shift as prisoners are not normally out of the unit on 3rd shift.

**Ionia Maximum Correctional Facility
Department of Corrections
Agency Responses to Recommendations**

4. Radio Checks

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

Agency Preliminary Response

ICF agrees with this recommendation and has taken steps to comply. Shift Commanders are responsible to ensure that all required radio checks are conducted and appropriately documented on each shift. In addition the facility is in the process of updating its operating procedure to clarify radio check expectations, including updating a listing of single staff assignments and the requirement for half hour radio checks during the hours of darkness.

5. Metal Detector Calibrations

The auditors recommended that the Facility document the calibration of the walk-through metal detector at the front gate.

Agency Preliminary Response

ICF agrees with this recommendation and has complied. The facility has added 3 security monitoring exercises SMEs (1 per shift each month) to test and calibrate the walk-through metal detectors. Each Shift Commander is responsible to ensure the SME has been conducted and documented by completing the appropriate SME sheet. The SME sheets will be forwarded to the ADW Custody/Housing with their respective monthly reports. The ADW Custody/Housing will monitor for compliance.

6. Prisoner Shakedowns and Cell Searches

The auditors recommended that the Facility ensure that it perform and document the required number of prisoner shakedowns and cell searches.

Agency Preliminary Response

ICF agrees with this recommendation and has taken steps to comply. The appropriate number of searches are now being conducted. ICF is in the process of revising its operating procedure for prisoner searches to accurately reflect the non housing unit officer positions required to conduct pat-down searches or clothed body searches. In addition, ICF is in the process of revising its operating procedure for housing unit searches to accurately reflect the required number of cell searches for each housing unit officer.

7. Security Monitoring Exercises (SMEs)

The auditors recommended that the Facility complete all required SMEs.

**Ionia Maximum Correctional Facility
Department of Corrections
Agency Responses to Recommendations**

Agency Preliminary Response

ICF agrees with the recommendation and has complied. The ADW of Custody/Housing has directed the Shift Commanders and Inspector on the expectations of SMEs and their frequency. The ADW of Custody/Housing will monitor all SMEs monthly for completion.

8. Sanitation Inspections

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

Agency Preliminary Response

ICF agrees with the recommendation and has complied. The facility Inspector has revised the method of documenting and recording all required weekly and monthly sanitation inspections to ensure they are being completed. The facility Inspector has also established a method to ensure that all reports are properly retained.

9. Security Threat Groups (STGs)

The auditors recommended that the Facility conduct and document the required number of cell searches for prisoners classified as STG prisoners.

Agency Preliminary Response

ICF agrees with the recommendation and has complied. ICF has instructed unit supervisors and staff of all units housing STG I and II prisoners to ensure that searches are performed and documented in the cell search log books as required. The STG coordinator will monitor compliance. ICF will also revise its operating procedure and provide each Level V housing unit with a check sheet on which to record all required cell searches. The STG Coordinator will review the check sheets monthly to ensure all STG I and II designated prisoners received the required number of shakedowns.

10. Electronic Perimeter Security Tests

The auditors recommended that the Facility document the required number of electronic perimeter system tests.

Agency Preliminary Response

ICF agrees with the recommendation and has complied. Although the auditors found that some of the required perimeter security tests were not properly documented in the monitor room logbooks, ICF later found that the electronic perimeter system tests were documented in the center courtyard logbook by the yard officers who performed the tests. ICF has taken action to ensure all control center supervisors and shift commanders monitor that all electronic perimeter security checks are documented in both logbook locations.