



DEBRA K. DAVENPORT, CPA  
AUDITOR GENERAL

STATE OF ARIZONA  
OFFICE OF THE  
**AUDITOR GENERAL**

WILLIAM THOMSON  
DEPUTY AUDITOR GENERAL

June 27, 2003

The Honorable Robert Blendu, Chair  
Joint Legislative Audit Committee

The Honorable John Huppenthal, Vice Chair  
Joint Legislative Audit Committee

Dear Senator Blendu and Representative Huppenthal:

Our Office has recently completed a 24-month followup of the Arizona Department of Corrections—Support Services regarding the implementation status of the 13 audit recommendations (including sub-parts of the recommendations) presented in the performance audit report released in April 2001 (Auditor General Report No. 01-07). As the attached grid indicates:

- 5 of the 13 recommendations have been implemented; and
- 8 of the 13 recommendations are in the process of being implemented.

Unless otherwise directed by the Joint Legislative Audit Committee, this report concludes our follow-up work on the Department's efforts to implement the recommendations resulting from the April 2001 performance audit.

Sincerely,

Debbie Davenport  
Auditor General

Attachment

cc: Ms. Dora Schriro, Director  
Arizona Department of Corrections

**ARIZONA DEPARTMENT OF CORRECTIONS**  
**Support Services**  
**24-Month Follow-Up Report To**  
**Auditor General Report No. 01-07**

**FINDING I: The Department Can Further Ensure Inmate Release Dates Are Calculated Accurately**

<b>Recommendation</b>	<b>Status of Implementing Recommendation</b>	<b>Explanation for Recommendations That Have Not Been Implemented</b>
1. The Department should develop a technical procedures manual for Time Computation and Records Unit staff who perform inmate sentence calculations.	<b>Implemented at 12 months</b>	
2. The Department should consider implementing checklists for Time Computation and Records Unit supervisors to follow in checking new staff's work.	<b>Implemented at 12 months</b>	
3. The Department should develop a technical procedures manual for prison records office staff who perform inmate intake or release confirmation procedures.	<b>Implemented at 6 months</b>	
4. The Department should provide additional training for prison records office staff.	Implementation in Process	
5. As part of its overall plan for information technology, the Department should consider building in e-mail capacity for all prison offices to quickly communicate questions and information to its Time Computation and Records Unit.	Implementation in Process	

**ARIZONA DEPARTMENT OF CORRECTIONS**  
**Support Services**  
**24-Month Follow-Up Report To**  
**Auditor General Report No. 01-07**

**FINDING I: The Department Can Further Ensure Inmate Release Dates Are Calculated Accurately (Concl'd)**

<b>Recommendation</b>	<b>Status of Implementing Recommendation</b>	<b>Explanation for Recommendations That Have Not Been Implemented</b>
6. As part of its overall plan for information technology, the Department should consider correcting problems associated with its computer calculation program.	Implementation in Process	
7. The Department should explore with state courts the feasibility of transferring sentencing documents electronically.	Implementation in Process	

**ARIZONA DEPARTMENT OF CORRECTIONS**  
**Support Services**  
**24-Month Follow-Up Report To**  
**Auditor General Report No. 01-07**

**FINDING II: Improvements Needed in Operations of Business Offices and Inmate Stores**

<b>Recommendation</b>	<b>Status of Implementing Recommendation</b>	<b>Explanation for Recommendations That Have Not Been Implemented</b>
1. The Department should require prison business office managers to ensure that duties involving cash and other assets are adequately segregated among staff.	<b>Implemented at 24 months</b>	
2. The Department should ensure that each prison's business office staff adequately follow department policies for handling cash and other assets.	Implementation in Process	
3. The Department should develop an inmate store training program for officers and inmates who work in the stores.	Implementation in Process	
4. The Department should develop a technical manual for store operations system-wide.	Implementation in Process	

**ARIZONA DEPARTMENT OF CORRECTIONS**  
**Support Services**  
**24-Month Follow-Up Report To**  
**Auditor General Report No. 01-07**

**FINDING II: Improvements Needed in Operations of Business Offices and Inmate Stores (Concl'd)**

<b>Recommendation</b>	<b>Status of Implementing Recommendation</b>	<b>Explanation for Recommendations That Have Not Been Implemented</b>
5. The Department should standardize inmate store processes, recordkeeping, and reporting.	Implementation in Process	
6. The Department should develop a plan for reviewing, and where feasible, implementing, the Venture Team's remaining recommendations for the inmate stores.	<b>Implemented at 24 months</b>	