

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 08/01/2019	NUMBER 02.01.101
SUBJECT EMPLOYEE REPORTING		SUPERSEDES NEW	
		AUTHORITY Executive Directive 2019-1, 2019-2; MCL 18.4787	
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**POLICY STATEMENT:**

To provide all employees of the Department with a clear understanding of how to report imminent threats to public health, safety or welfare, and how to report any irregularity or discrepancy involving public money or public property.

**RELATED POLICIES:**

- 01.01.140 Internal Affairs
- 02.03.109 Discriminatory Harassment

**POLICY:**

GENERAL INFORMATION

- A. Any reporting required by this policy directive is in addition to, and not in replacement of, any other reporting requirement noted in any other Department policy directive.

IMMINENT THREATS TO PUBLIC HEALTH, SAFETY, AND WELFARE

- B. An employee who becomes aware of an imminent threat to the public health, safety, or welfare shall immediately report information relating to the threat to the Director.
- C. The Director shall examine and investigate the information provided. If after an initial assessment the Director determines that an imminent threat to public health, safety, or welfare exists, they shall promptly ensure all necessary resources are directed to mitigate or eliminate the threat. The Director shall report the action taken to the Governor's Chief Compliance Officer.
- D. If the Director determines that an imminent threat to public health, safety, or welfare exists, but the Department lacks sufficient resources to mitigate or eliminate the threat, they shall notify the Governor's Chief Compliance Officer and request additional assistance and resources to mitigate or eliminate the threat.
- E. If the Director determines that an imminent threat to public health, safety, or welfare does not exist, they shall report the reasons for that determination to the Governor's Chief Compliance Officer.

IRREGULARITIES RELATING TO PUBLIC MONEY OR PUBLIC PROPERTY

- F. An employee shall immediately report any irregularity or discrepancy involving public money or public property to the Director. This responsibility extends to both internal matters within the Department and external matters involving the public and other State Departments.
- G. The Director is responsible for the preliminary examination and investigation of reports of irregularities or discrepancies relating to public money or public property. If after a preliminary examination and investigation, the Director finds evidence of an irregularity or discrepancy with a financial impact of \$100 or more, or determines that additional investigation is warranted, they shall submit a special report to the Governor's Chief Compliance Officer.
- H. If an alleged irregularity involves the Director, the Director shall recuse themselves from the matter and a Deputy Director shall conduct the preliminary examination or investigation.

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- I. If criminal activity is suspected, regardless of the dollar amount involved, the individual conducting the preliminary examination and investigation shall immediately submit a report to the Governor, the Attorney General, and the Auditor General in the same manner required under section 487 of The Management and Budget Act, 1986 PA 272, as amended, MCL 18.1487.

PROCEDURES

- J. An operating procedure is not required for this policy.

AUDIT ELEMENTS

- K. A Primary Audit Elements List has been developed and is available on the Department's Document Access System (DAS) to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 06/17/2019