



Oregon

John A. Kitzhaber, MD, Governor

Department of State Police
Criminal Justice Information Services Division
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February 6, 2015

Oregon Department of Justice
Cooperative Disability Investigation Unit
Attn: Chief Counsel Darin Tweedt
660 Hawthorne Ave SE Suite 120
Salem, OR 97301

Re: LEADS/NCIC Triennial System Use Audit – ORI OR0242200

The Law Enforcement Data System (LEADS) is designated as Oregon's Criminal Justice Information Services (CJIS) Systems Agency (CSA) for the Federal Bureau of Investigation's National Crime Information Center (NCIC). As such, we are required to conduct an audit of each agency in the state with terminal access to LEADS/NCIC at least once every three years. The goal of our audit program is to improve the quality of records in LEADS/NCIC and assist your agency in reducing potential problem areas relating to the use of the LEADS/NCIC systems.

For this audit cycle, your agency was asked to complete the agency "self audit". This audit is based on a questionnaire completed by [REDACTED], and records from your agency which were reviewed by me. The questionnaire covered administration, security, training, record maintenance, and access to and security of criminal history information. In addition your training records were reviewed, and a sample of records accessed by your agency was audited. The Oregon DOJ Cooperative Disability Investigation Unit was found to be in compliance with LEADS/NCIC policies and procedures.

An audit assessment is attached which provides information on all areas covered during the audit. I would like to thank you and especially [REDACTED] for the assistance and cooperation provided in conducting the audit. Please contact me at [REDACTED] or e-mail [REDACTED] if you have any questions.

[REDACTED]
[REDACTED], Auditor
Law Enforcement Data System
OSP CJIS Division





Oregon

John A. Kitzhaber, MD, Governor

Department of State Police
Law Enforcement Data Systems
PO Box 14360
Salem, OR 97309-5074
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January 6, 2012

Oregon Department of Justice
Cooperative Disability Investigation Unit
Attn: Chief Counsel Darin Tweedt
660 Hawthorne Ave SE Suite 120
Salem, OR 97301

Re: LEDS/NCIC Triennial System Use Audit – ORI OR0242200

The Law Enforcement Data System (LEDS) is designated as Oregon's Criminal Justice Information Services (CJIS) Systems Agency (CSA) for the Federal Bureau of Investigation's National Crime Information Center (NCIC). As such, we are required to conduct an audit of each agency in the state with terminal access to LEDS/NCIC at least once every three years. The goal of our audit program is to improve the quality of records in LEDS/NCIC and assist your agency in reducing potential problem areas relating to the use of the LEDS/NCIC systems.

For this audit cycle, your agency was asked to complete the agency "self audit". This audit is based on a questionnaire completed by [REDACTED], and records from your agency which were reviewed by me. The questionnaire covered administration, security, training, record maintenance, and access to and security of criminal history information. In addition your training records were reviewed, and a sample of records accessed by your agency was audited. The Oregon DOJ Cooperative Disability Investigation Unit was found to be in compliance with LEDS/NCIC policies and procedures.

The attached audit assessment contains detailed information concerning all of the areas covered in the audit, and is provided for your information. I would like to thank you and especially [REDACTED] for the assistance and cooperation in conducting the audit. Please contact me at [REDACTED] or e-mail [REDACTED] if you have any questions regarding the audit procedures or findings.

[REDACTED]
[REDACTED], Auditor
Law Enforcement Data System



Oregon

Theodore R. Kulongoski, Governor

December 10, 2008

Department of State Police
Law Enforcement Data System

P.O. Box 14360
Salem, OR 97309-5074
(503) 378-3055
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DOJ Cooperative Disability Investigation Unit
Attn: Chief Counsel Steve Briggs
610 Hawthorne Ave SE, Ste 210
Salem, OR 97301

Re: LEDS/NCIC Triennial System Use Audit – ORI OR0242200

The Law Enforcement Data System is designated as Oregon's CJIS Systems Agency (CSA) for the Federal Bureau of Investigation's National Crime Information Center (NCIC). As such, we are required to conduct an audit of each agency in the state with a terminal accessing LEDS and NCIC at least once every three years. The goal of our audit program is to improve the quality of records in LEDS and NCIC and assist your agency in reducing potential problem areas relating to the use of these systems.

On November 6, 2008 we conducted an audit of your agency's systems used to access LEDS and NCIC records. The audit also included an assessment of your agency's compliance with LEDS and NCIC policy and procedures in the areas of administration, training, security, quality control, record validation, hit confirmation and use of criminal history information. The DOJ Cooperative Disability Investigation Unit was found to be in compliance with LEDS and NCIC policies and procedures, with the following exceptions:

LEDS REPRESENTATIVE CHANGE – NO APPOINTMENT LETTER: Our records indicate that your agency's LEDS Representative is [REDACTED]. During the audit you advised that [REDACTED] had retired some time ago, and you wanted to know if it would be appropriate to ask [REDACTED] at the Criminal Justice Division serve as you LEDS Representative. This makes sense as you agency's LEDS certified personnel appear on the OR024015A LEDS training list.

NECESSARY ACTION: If your agency and the Criminal Justice Division agree that [REDACTED] will serve as your LEDS Representative, please go to our website link at <http://egov.oregon.gov/OSP/CJIS/index.shtml>, and select the link for ORI Request and Change. Fill out the form with your ORI and the new LEDS Representative's information and send it to LEDS. We will then appoint Dianne as the LEDS representative for OR0242200.

ORI USE WITH CRIMINAL HISTORY CHECKS: None of the criminal histories run by your agency are run under your agency ORI, rather they appear under OR024015A, the Criminal Justice Division. I think this is a recent change, because in the 2006 audit, [REDACTED] criminal history inquiries appeared under your ORI. When a criminal history is run and especially when NCIC III inquiries are run, they must be under the ORI of the agency that is running the record.

RECOMMENDED ACTION: Coordinate with the Criminal Justice Division technical support staff, the staff that set up your WebLEDS account and ensure that they change your accounts so your users transactions ([REDACTED]) appear under your agency ORI. Insure personnel accessing CCH information review the LEADS Manual areas pertaining to access to CCH information. Pay particular attention to LEADS Manual section 19.5.4, ORI use.

I would like to thank you for the assistance and cooperation provided in conducting the audit. For questions, please call [REDACTED] or email to [REDACTED]

[REDACTED]
[REDACTED] Auditor
Law Enforcement Data System

Cc: [REDACTED]



Oregon

Theodore R. Kulongoski, Governor

Department of State Police
Criminal Justice Information Services
PO Box 14360
Salem, OR 97309-5074
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FAX: (503) 364-2661

November 6, 2006

Oregon Department of Justice
Cooperative Disability Investigation Unit
Attn: Ms. [REDACTED]
660 Hawthorne Ave Se Suite 120
Salem, OR 97301

Re: LEDS/NCIC Biennial System Use Audit

The Law Enforcement Data System (LEDS) is designated as Oregon's Control Terminal Agency for the Federal Bureau of Investigation's National Crime Information Center (NCIC). As such, we are required to conduct an audit of each agency in the state with a terminal accessing LEDS and NCIC at least once every two years. The goal of our audit program is to improve the quality of records in LEDS and NCIC and assist your agency in reducing potential problem areas relating to the use of the LEDS and NCIC systems.

On October 12, 2006 we sent your agency a self-audit packet to be completed and returned to LEDS. The audit included a questionnaire covering administration, training, and access and security of criminal history information. In addition your training records were reviewed, and a sample of records accessed by your agency was audited. The Cooperative Disability Investigation Unit was found to be in compliance with LEDS and NCIC policies and procedures with the following exceptions.

ADMINISTRATION: We found that your agency User Agreement expired on June 30, 2002. We will mail a new User Agreement to your agency administrator for signature in the next few days. Please send the original back to us for our files.

OPERATOR/REQUESTOR IDENTIFICATION: Some inquiries made from your terminals identified the operator by two initials only (example "PC"). The "Operator" field should be completed with the operator's full initials, in this case, "PAC". Additionally, if the operator is not the investigator, then the investigator's identification must be entered in the Requester field. That entry may either be by badge number, or by last name and first initial (or both). All of your entries show [REDACTED] as the operator and the Requester.

I would like to thank you and your staff for your assistance and cooperation in conducting the audit. Please feel free to contact me at [REDACTED], or e-mail [REDACTED] if you have any questions regarding the audit procedures or findings.

[REDACTED]
[REDACTED] Auditor
Law Enforcement Data System





Oregon

John A. Kitzhaber, M.D., Governor

Department of State Police
Law Enforcement Data System
955 Center St. NE U520
Salem, OR 97301-2559
(503) 378-5565
FAX (503) 363-8249

October 2, 2002

Ms. [REDACTED], LEADS Representative
OR Department of Justice
Cooperative Disability Investigative Unit
200 Hawthorne Avenue, Suite 120
Salem, OR 97301-5295

Re: LEADS/NCIC Biennial System Use Audit

The Law Enforcement Data System (LEADS) is designated as Oregon's Control Terminal Agency for the Federal Bureau of Investigation's National Crime Information Center (NCIC). As such, we are required to conduct an audit of each agency in the state with a terminal accessing LEADS and NCIC at least once every two years. The goal of our audit program is to improve the quality of records in LEADS and NCIC and assist your agency in reducing potential problem areas relating to the use of the LEADS and NCIC systems.

On August 27, 2002 we conducted an audit of your agency's LEADS and NCIC system of LEADS and NCIC. The audit also included an assessment of your agency's compliance with LEADS and NCIC policy and procedures. The DOJ Cooperative Disability Investigative Unit was found to be in compliance with LEADS and NCIC policies and procedures except in the following area.

TRAINING: Checking the training records of your agency it was noted that there is no one certified under ORI/OR0242200. Training records for [REDACTED] were reviewed and it was found she is carried on the Oregon State Police ORI, status terminated (TRM). It will be necessary that the training record be corrected to show active status under your agency's ORI.

NAM/[REDACTED] [REDACTED]
EMPLOYER ORI/OR0SP0000 STATUS/TRM
BPST #/[REDACTED] OLN/[REDACTED] OLS/OR

*** TRAINING HISTORY ***

ACTION	ISSUING	JOB		
LEVEL	DATE	DISPOSITION	ORI	TYPE
INQUIRY	05-05-1995	COMPLETED	OR0SP0000	LAW ENFORCE
RECERT	06-02-1999	COMPLETED	OR0SP0000	LAW ENFORCE
RECERT	05-06-1997	COMPLETED	OR0SP0000	LAW ENFORCE
RECERT	08-15-2001	COMPLETED	OR0SP0000	RECORDS

