



# Oregon

Tina Kotek, Governor

Oregon State Police  
Headquarters  
3565 Trelstad Ave Se  
Salem, Oregon 97317  
503-378-3720

December 18, 2023

Chief Larry Larson  
Coburg Police Department  
PO Box 8306  
91136 N Willamette St  
Coburg, OR 97408

**Re: LEDS/NCIC Triennial System User Audit Findings – ORI OR0200700**

Dear Chief Larson:

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 areas relating to the use of these systems.

This audit is based on a questionnaire completed as part of an onsite audit conducted by OSP Auditor Candace Benson, with the cooperation of agency TAC Jeremiah Rupe. The questionnaire covered administration, training, security, 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 Coburg Police Department was found to be IN COMPLIANCE with LEDS and NCIC policies and procedures.**

Additional notes: I have sent an updated LEDS User Agreement to Chief Larson, for his signature. There is a current agreement on file; However, I removed the term 'Interim' from Chief's title.

Also, the Resolution with City of Coburg that authorizes Coburg PD to run a Computerized Criminal History (CCH) for city employment, is still in effect. However, Chief Larson was going to bring an updated agreement before City Counsel, as the former agreement is dated from 2009. Once this has been completed, please forward a copy to Auditor Candace Benson, to place in your agency file that is maintained at Oregon State Police.

An audit assessment is attached, which provides information on each of the areas covered during the audit. I would like to thank both Chief Larson and TAC Jeremiah Rupe for their



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assistance and cooperation in conducting the audit. Please contact me at 503 934-0301 or email [candace.benson@osp.oregon.gov](mailto:candace.benson@osp.oregon.gov) if you have any questions.

Thank you again,

Candace R Benson  
LEDS Auditor | CJIS Division  
Oregon State Police  
3565 Trelstad Ave SE, Salem, OR 97317