



Auditing for a Better Oregon

March 9, 2004

John Minnis, Director
Department of Public Safety Standards and Training
550 N. Monmouth Avenue
Monmouth, Oregon 97361

Dear Mr. Minnis:

We have completed a change of director review of the Department of Public Safety Standards and Training's (department) former director, Dianne Middle, who resigned effective January 31, 2004. The review was conducted in compliance with Oregon Revised Statute 297.210, which requires the Audits Division to perform an audit or review when the executive head of a state agency leaves that position for any reason.

Our objective was to ensure that appropriate actions were taken to protect state assets when the former director resigned from her position. During our review, we also followed up on prior findings reported in a management letter dated June 2, 1999, that were related to our objective. We consider these findings resolved, except for the issue noted below.

We reviewed representations from management and determined that assets assigned to the former director were returned. We also reviewed travel and other reimbursement claims submitted by her during her last three months of employment and determined that these claims complied with applicable laws and regulations. We examined the former director's recent payroll disbursements and leave accruals and found them to be appropriate and accurate. Finally, we reviewed representations from management to determine if the former director's access to state and automated systems was terminated. While access was appropriately terminated, the department does not have written policies regarding information system user access management, which includes requesting, issuing and revoking of employee access. We recommend that the department develop written policies and procedures for information system user access management.

Based on our limited review, we found that the department took appropriate action to protect state assets upon the former director's separation from the agency.

Management Letter No. 259-2004-03-01

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Should you have any questions concerning these issues, feel free to contact Raul Valdivia or me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

Kelly L. Olson, CPA
Audit Administrator

KLO:bk

cc: Elaine Sears, Business Services Director
Theresa McHugh, Interim Director, Department of Administrative Services