



Audit of Office of Building Services – 2018 DAVID Usage

Division of Inspector General

Gary J. Cooney, Clerk of the Circuit Court & Comptroller
Audit Report

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Inspector General

Audit Conducted by:
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Division of Inspector General

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Board of County Commissioners

No significant issues were identified during the annual audit of the internal controls over the Office of Building Services' access to the Driver and Vehicle Information Database (DAVID) of the Florida Department of Highway Safety and Motor Vehicles.

We appreciate the cooperation and assistance provided by the Office of Building Services during the course of the audit.

Respectfully submitted,

Terri W. Freeman

Terri Freeman
Inspector General

cc: Gary J. Cooney, Clerk of the Circuit Court & Comptroller
Jeff Cole, County Manager
John Molenda, Assistant County Manager
Tony Lopresto, Director, Office of Building Services

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REPORT OF BUILDING SERVICES' 2018 DAVID USAGE

Objective and Scope

The objective of the audit was to ensure internal controls are sufficient to protect personal data obtained from the Driver and Vehicle Information Database (DAVID) from unauthorized access, distribution, use, modification, or disclosure.

The audit included tests of records and other auditing procedures, as outlined in the Memorandum of Understanding (MOU) between the Office of Building Services and the Florida Department of Highway Safety and Motor Vehicles (FLHSMV), from January 1, 2018 through December 31, 2018.

Overall Conclusion

The established internal controls are adequate. Opportunities to enhance the execution of the controls are included in this report.

Background

Law enforcement and criminal justice officials access DAVID to attain current information related to driver records and vehicle information. The Office of Building Services uses DAVID to search for unlicensed and fraudulent contractors, as well as the owner(s) of abandoned properties.

Opportunities for Improvement

1. Inadequate Access

The new DAVID Point of Contact (POC) for the County was unable to print system reports, which delayed this audit. Upon investigation, it was determined that the user role of the POC was improperly transferred, resulting in limited capability in the system. The FLHSMV website suggests best practices for using DAVID that include documenting policies and procedures and identifying a backup POC.

Agreed Upon Action Plan: Management will document POC responsibilities and procedures, including how to setup the POC user role. On January 3, 2019, management assigned a backup POC.

2. Untimely User Account Deactivation

An employee who transferred to a different division still had user access to DAVID for 18 days after the transfer. Section IV.B.8 of the Memorandum of Understanding states that Building Services should “Immediately inactivate user access/permissions following termination or the determination of negligent, improper, or unauthorized user or dissemination of information. Update user access/permissions upon reassignment of users within five (5) business work days.”

Agreed Upon Action Plan: Management will train the primary and backup Points of Contact (POC) on the requirements of the MOU and the related County policies and procedures. Additionally, management will add a step to the *Supervisor’s Checklist for Exiting/Transferring Employees* to determine whether an employee has DAVID access that should be inactivated.