



Audit of Office of Building Services 2019 DAVID Usage

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

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Division of Inspector General

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Board of County Commissioners

The annual audit of 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 showed no significant issues. A process improvement made by management is included in this report.

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

Respectfully submitted,

Terri W. Freeman
Inspector General

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

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Objective and Scope

The objective of the audit was to assess whether 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 discussions with management and staff, tests of records, and other auditing procedures necessary to determine whether requirements have been met as defined in the Memorandum of Understanding (MOU) between the Florida Department of Highway Safety and Motor Vehicles and the Office of Building Services, from January 1, 2019 through December 31, 2019.

Overall Conclusion

The internal controls are well designed and largely function as intended. Management made a process improvement, which is included in this report.

Background

DAVID is a tool that law enforcement and criminal justice officials use to access current driver and vehicle information. The Office of Building Services uses DAVID to search for current contractor contact and licensing information and to inquire about abandoned property. To remain in compliance with the MOU, the use of DAVID and its data must be conducted in a professional manner and user activity reviews are to be conducted on a continuous basis. Incidents of misuse must be reported promptly to the Florida Department of Highway Safety and Motor Vehicles.

Opportunities for Improvement

Document all Criteria for DAVID Searches

A total of 23% components (name, address, decal number, etc.) searched in the driver and vehicle information database (DAVID) could not be verified to the case number provided by Building Services.

The Memorandum of Understanding (MOU), section V.A. states, “Information exchanged will not be used for any purposes not specifically authorized by this MOU. Unauthorized use includes, but is not limited to, queries not related to a legitimate business purpose, personal use, or dissemination, sharing, copying, or passing of this information to unauthorized persons.” If search components cannot be connected to a case, there is a risk that searches conducted for unauthorized reasons will not be detected.

Agreed Upon Action: Management documented a policy defining all criteria for DAVID searches.