



Audit of Office of County Probation – 2020 DAVID Usage

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

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Inspector General Department

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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 County Probation's access to the Driver and Vehicle Information Database (DAVID) of the Florida Department of Highway Safety and Motor Vehicles. One opportunity for improvement is noted in this report.

We appreciate the cooperation and assistance provided by the County Probation Division during the course of the audit.

Respectfully submitted,

Terri W. Freeman
Inspector General

cc: Gary J. Cooney, Clerk of the Circuit Court & Comptroller
Denise Bell, Chief Deputy Clerk
Alan Rosen, County Manager
Jo Anne Drury, Deputy County Manager
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Scope and Objective

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 County Probation, from January 1, 2020 through December 31, 2020.

Overall Conclusion

Overall, the internal controls are well designed and functioning as intended. One opportunity for improvement is noted below.

Background

DAVID is a tool that law enforcement and criminal justice officials use to access current driver records and vehicle information. The Office of County Probation uses DAVID to obtain information regarding probationer identification, drivers' license validity and vehicle ownership. To remain in compliance with the MOU, the use of DAVID and its data must be conducted in a professional manner and the user activity is reviewed on a continuous basis. Incidents of misuse must be reported promptly to the Florida Department of Highway Safety and Motor Vehicles.

Opportunity for Improvement

Entity Contact Information Is Out-of-Date

During the second quarter, it was noticed that the agency head recorded in the DAVID system was out-of-date.

According to the MOU, changes to the name of the requesting party, its agency head, its Point of Contact (POC), address, telephone number, and/or e-mail address must be updated in the DAVID system within ten calendar days of occurrence. If contact information is out of date in the DAVID system, receipt of information from the FLHSMV could be impeded.

Agreed Upon Action Plan: The Probation Services' POC obtained instructions on how to update agency information in DAVID and updated the information.

Target Completion Date: Completed