



Audit of Office of County Probation – 2022 DAVID Usage

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

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Audit Conducted by:
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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 this audit.

Respectfully submitted,

Terri W. Freeman
Inspector General

cc: Gary J. Cooney, Clerk of the Circuit Court & Comptroller
Jennifer Barker, County Manager
Thomas Carpenter, Assistant County Manager
Tony Deaton, Chief Probation Officer, Office of County Probation

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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, 2022 through December 31, 2022.

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.

Opportunities for Improvement

User Access to DAVID

One Probation employee did not access the DAVID database for over a 12 month period, which may indicate the employee no longer has a business need to access the system. Also, the DAVID system requires users to take online training — which is automatically activated every 12 months — regarding their confidentiality requirements.

The 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.”

There is a risk that the employee may not understand the confidentiality requirements or may use the system for illegitimate purposes.

Agreed Upon Action Plan: Probation employees who continue to have a business need to access the system will log in at least every twelve months to take the online training. Any access that is no longer needed will be promptly removed.

Target Completion Date: Completed.