



# Audit of Office of County Probation – 2021 DAVID Usage

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

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**Inspector General**

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**May 12, 2022**



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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  
Denise Bell, Chief Deputy Clerk  
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, 2021 through December 31, 2021.

# 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

## **Entity Contact Information Is Out-of-Date**

During the third quarter, the agency head recorded in the DAVID system was not changed until 14 days after the occurrence of the new County Manager change.

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 updated agency information in DAVID.

**Target Completion Date:** Completed