

# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 028-A		<b>TITLE:</b> E-FORSCE System
<b>EFFECTIVE DATE:</b> June 24, 2019	<b>NO. PAGES:</b> 2	
<b>REFERENCE:</b>		
 Sheriff of Monroe County		

I. **PURPOSE:** The purpose of this General Order is to establish policy and procedures for use of the Electronic-Florida Online Reporting of Controlled Substances Evaluation (E-FORSCE) for access to Florida's prescription drug monitoring program for law enforcement purposes.

II. **DEFINITIONS:**

A. **Agency Administrator:** The person responsible for ensuring the Monroe County Sheriff's Office (MCSO) complies with the agreement, the training guide for law enforcement and investigative agencies and the laws and rules governing the access, use and dissemination of information received.

B. **User:** an MCSO member who has access to use E-FORSCE.

III. **POLICY:** It is the Sheriff's policy that members having access to the E-FORSCE system will follow the Agency User Agreement between MCSO and the Prescription Drug Monitoring Program.

IV. **PROCEDURE:**

A. **Access to E-FORSCE:**

1. Members who require access to E-FORSCE shall submit a written request to the MCSO agency administrator.
2. The agency administrator shall determine that the individual's job responsibilities require them to have access to this system.
3. When the agency administrator grants a user access to E-FORSCE, the user shall:
  - a. review the training guide for enforcement and investigative agencies,
  - b. complete the E-FORSCE information security and privacy training course,
  - c. protect and maintain the confidentiality and security of the information received and
  - d. attest that the request for information is predicated on and related to an active investigation.

4. The certificate of completion of training shall be sent to the Training Division for inclusion in the user's training file.

**B. Appropriate Use:**

1. In accordance with Section 893.055, Florida Statutes, local, state and federal law enforcement agencies engaged in an active investigation regarding potential criminal activity, fraud or theft regarding prescribed controlled substances, may request controlled substance prescription dispensing information.
2. The E-FORCSE system shall only be utilized on an approved MCSO-owned device. The system is not approved to be used on any personally owned device.

**C. Confidentiality and penalty for misuse of E-FORCSE system:**

1. The users of the E-FORCSE system will use and maintain the confidentiality of all information received under the agency user agreement in accordance with Section 893.0551, Florida Statutes.
2. Information obtained under this agreement will only be disclosed to persons to whom disclosure is authorized under Florida law.
3. Authorized users are prohibited from requesting information on behalf of another law enforcement agency or entity.
4. Any person who willfully and knowingly violates any of the provisions of this section may be found guilty of a felony which is punishable as provided in Section 893.0551, Florida Statutes.