


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 052-D		<b>TITLE:</b> DAVID System	
<b>EFFECTIVE DATE:</b> January 16, 2012	<b>NO. PAGES:</b> 2	<b>REVIEWED/REVISED:</b> December 10, 2019	
<b>REFERENCE:</b>		<b>RESCINDS:</b>	
 <b>Sheriff of Monroe County</b>			

- I. **PURPOSE:** The purpose of this order is to establish policy and procedures for the use of the Department of Highway Safety and Motor Vehicles (DHSMV) Driver and Vehicle Information Database (DAVID).
- II. **POLICY:** It is the Sheriff's policy that members having access to the DAVID system will follow the Memorandum of Understanding (MOU) between Monroe County Sheriff's Office (MCSO) and the DHSMV.
- III. **DEFINITIONS:**
  - A. **User:** an MCSO member who has access to DAVID
  - B. **Point of Contact (POC):** a member of the Information Systems Management Division who has been appointed by the director to manage DAVID
  - C. **Auditor:** an MCSO member appointed by the POC to manage the auditing process. It is MCSO's responsibility to ensure the use of DAVID is for legitimate business purposes. This will be done by a quarterly audit of randomly selected individuals.
- IV. **PROCEDURE:**
  - A. **Access to DAVID:** Members who require access to DAVID will submit the request to the POC. The POC will verify that the individual's job responsibilities require access to the database. Once the POC grants access, the user must complete the online DAVID training and pass the test.
  - B. **Appropriate Use:** Per Florida Statutes, DAVID information can only be used for legitimate business purposes only. Examples of authorized use for law enforcement are:
    1. Traffic Stops
    2. Investigations
    3. Missing Persons
    4. Crash
    5. Natural Disaster

**C. Emergency Contact Information (ECI):**

1. Without the express consent of the person to whom such emergency contact information applies, the emergency contact information contained in a motor vehicle record may be released only to law enforcement agencies for purposes of contacting those listed in the event of an emergency.
2. Proper use of ECI: (MAN)
  - a. M – Missing Persons
  - b. A – Accidents/Crashes/Injuries/Deaths
  - c. N – Natural Disasters
3. A hostage situation is an emergency which justifies the use of emergency contact information. If the situation does not fall under MAN, ECI should not be accessed.

**D. Audits:**

1. The POC will run a list of all users each quarter for the auditor.
2. The auditor will ensure all members listed are currently employed by MCSO.
3. The POC will randomly select 10 users and run an audit report for a randomly selected week each quarter to audit.
4. The member's supervisor will be notified by the auditor and will be provided a copy of the persons DAVID use log.
5. The supervisor will:
  - a. Audit the log to the best of their ability to determine that the member used DAVID for agency use only or establish the fact that DAVID was misused.
  - b. The supervisor will complete the audit and provide their findings to the auditor by the 10<sup>th</sup> day after the last day of the quarter.
  - c. The supervisor will sign a generated form stating their results. The form will be sent to the auditor.
6. If the member is suspected of misusing DAVID, a Preliminary Review/or Supervisory Review is required, as policy dictates.
7. The supervisor will then notify the auditor regarding the outcome of any investigation and any discipline rendered via email. A copy of this email will be included in the Preliminary Review/Supervisory Review file.
8. Upon conclusion of the investigation the auditor will notify DHSMV and the victims.

- E. Auditors Responsibility:** the auditor will prepare an annual report which outlines the results of each of the quarterly audits that were performed. A copy of this report will be sent to DHSMV to document that a yearly audit was completed.