

MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 52-D		TITLE: D.A.V.I.D. System
EFFECTIVE DATE: January 16, 2012	NO. PAGES: 3	AMENDED/REVIEWED: May 17, 2016
REFERENCE:		RESCINDS:

PURPOSE:

The purpose of this order is to establish policy and procedures for use the of DHSMV's Driver And Vehicle Information Database (D.A.V.I.D.).

POLICY:

It is the Sheriff's policy that members having access to the D.A.V.I.D. system will follow the Memorandum of Understanding (MOU) between MCSO and the Department of Highway Safety and Motor Vehicles.

PROCEDURE:

User is a MCSO member who has access to use D.A.V.I.D.

POC (Point of Contact) works in the Information Systems Management Division that has been appointed by the Director to manage D.A.V.I.D.

An **Auditor** is a MCSO member appointed by the POC to manage the auditing process.

It is MCSO's responsibility to ensure the use of D.A.V.I.D is for legitimate business purposes. This will be done by having a quarterly audit of randomly selected individuals.

Access to D.A.V.I.D.:

Members who require access to D.A.V.I.D to complete their request access from the POC. It is the responsibility of the POC to determine that the individual's job responsibilities require them to have access to this database. Once POC determines access is granted, the user must complete the online D.A.V.I.D training and pass the test.

Appropriate Use:

Per Florida Statues, DAVID information can only be used for Legitimate Business Purposes Only.

Examples of Authorized Use-Law Enforcement;

- Traffic Stops
- Investigations
- Missing Persons
- Crash

- Natural Disaster

Emergency Contact Information (ECI):

Per Florida Statute 119.0712(2)(c) "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 to law enforcement agencies for purposes of contacting those listed in the event of an emergency.

Proper use of Emergency Contact Information:

(M.A.N.)

M= Missing Persons

A= Accidents/Crashes/Injuries/Deaths

N= Natural Disasters

Note: A hostage situation is "an emergency" which justifies the use of emergency contact information.

If it does not fall under M.A.N., ECI should not be accessed.

Audits:

The POC will run a list of all users each quarter for the auditor.

The Auditor will ensure all members listed are currently employed by the MCSO.

The POC will randomly select 10 users and run an audit report for a randomly selected week each quarter to audit.

The member's supervisor will be notified by the Auditor and will be provided a copy of the persons D.A.V.I.D use log.

The supervisor will:

- Audit the log to the best of their ability to determine that the member used DAVID for agency use only or establish the fact(s) that D.A.V.I.D was misused.
- The supervisor will complete the audit and provide their finding to the Auditor within two weeks after receipt of the log.
- The supervisor will sign a generated form stating their results. The form will be sent to the Auditor.

If the member is suspected of misusing D.A.V.I.D. a Preliminary Review/ or Supervisory Review is required, as policy dictates. **(Revised 11/13/12)**

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. **(Revised 11/13/12)**

Upon conclusion of the investigation the auditor will notify the Department of Highway Safety and Motor Vehicles and the victims.

Auditors Responsibility:

On an annual basis the auditor will prepare a yearly report, which outlines the results of each of the quarterly audits that were performed. A copy of this report will be sent to the Department of Highway Safety and Motor Vehicles to document that a yearly audit was completed.