



August 29, 2019

To: Tye Chighizola, Director - Growth Management

From: Randall Bridgeman, Internal City Auditor

A handwritten signature in blue ink that reads "Randall Bridgeman".

Re: Driver and Vehicle Information Database (DAVID) - Project No. 2019-05

We have conducted an audit of the Driver and Vehicle Information Database (DAVID) utilized by the Growth Management Department – Code Enforcement Division. The audit was requested by the Florida Department of Highway Safety and Motor Vehicles (DHSMV) as part of the Memorandum of Understanding (MOU) with the City of Ocala’s Code Enforcement Division, dated August 23, 2018. The objectives of the audit were to determine whether the use of the DAVID system by the Code Enforcement Division complies with the terms of the MOU with DHSMV, along with the adequacy of their internal controls to ensure compliance. The audit was conducted by Randall Bridgeman.

To accomplish our objectives, we inquired with management, interviewed staff, reviewed activity reports generated from the DAVID system, reviewed justification documentation for accessing the DAVID system, and reviewed the periodic audits of user activity performed by the Code Enforcement Division. Our audit included such tests of records, and other auditing procedures, as we considered necessary in the circumstances. The audit period was September 1, 2018 through June 30, 2019. However, transactions, processes, and situations reviewed were not limited by the audit period.

Based on our work performed, we conclude that the use of the Driver and Vehicle Information Database system by the Code Enforcement Division complies with the terms of the Memorandum of Understanding with the Department of Highway Safety and Motor Vehicles and internal controls are adequate to ensure compliance.

We appreciate the cooperation and assistance provided by the Chief Code Official and the Code Enforcement Division staff and other entities contacted during our audit.

Cc: Ocala City Council Members
John Zabler, City Manager
Sandra Wilson, Deputy City Manager
Bill Kauffman, Assistant City Manager
Ken Whitehead, Assistant City Manager
Peter Lee, Chief Planning Director
Matthew Leibfried, Chief Code Official

BACKGROUND:

On August 23, 2018, the City of Ocala – Growth Management – Code Enforcement Division entered into a Memorandum of Understanding (MOU) with the Department of Highway Safety and Motor Vehicles (DHSMV) to obtain access to the Driver and Vehicle Information Database (DAVID). The DAVID system provides information relating to driver records and motor vehicle information.

The MOU has requirements to ensure the security of the information. These requirements include, but are not limited to, inactivation of terminated users, acknowledgements of information confidentiality as well as criminal sanctions for confidentiality violations, personal use of the information contained on DAVID, annual user training, periodic reviews, and audits of user activity.

The Code Enforcement Division's DAVID usage is pursuant to the Public Records section of 119.0712(2), Florida Statute, and the Driver's Privacy Protection Act of 1994, 18 United States Code, section 2721. Personal information in motor vehicle and driver license records can be released for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions.

The Code Enforcement Division authorizes the users to access DAVID for:

- Code Enforcement and Parking Enforcement investigations.
- Department internal investigations into DAVID misuse or to otherwise aid in internal investigation.
- Identification of vehicle/tag transfers.
- Providing notice to owners of cited, towed or impounded vehicles.

Code Enforcement had a total of two active users in the DAVID system during the audit period. Active users can request, view, and print drivers' license and vehicle information. Each request made through DAVID is logged and stored by the system indefinitely. One user is registered as the Point of Contact (POC) with the DHSMV for the Code Enforcement Division. The POC can approve access to the system, assign user roles, deactivate terminated employees, and perform reviews of user activity.

CONCLUSION:

Based upon the results of our audit, we conclude that the use of the Drivers and Vehicle Identification Database system by the Code Enforcement Division complies with the terms of the Memorandum of Understanding with the Department of Highway Safety and Motor Vehicles and internal controls are adequate to ensure compliance.