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## DAVID Audit

**Below is a guide to be used to conduct your agency's annual audit and prepare the annual affirmation requested in the attached letter. The questions are taken directly from Section IV B and Section V of the MOU between your agency and the Department of Highway Safety & Motor Vehicles (DHSMV). When completed, please have the affirmation prepared pursuant to Section VI A of the MOU and mail the original signed copy to the address on the attached letter.**

1. Has your agency conducted quarterly quality control reviews to ensure all current users are appropriately authorized?
2. Have all authorized users logged into the system, completed the training, and passed the required exam in order to access the system and demonstrate their understanding of the confidential nature of the information and the criminal sanctions for misuse?
3. Does the Point of Contact (POC) ensure that only law enforcement and dispatcher have extended time out session?
4. Are roles assigned to each user according to their specific job duties?
5. Is the primary Point of Contact (POC) auditing the usage of any alternate POC's?
6. Has your agency assigned, sub-contracted, or transferred any rights, duties, or obligations under the MOU without the consent and approval of DHSMV?
7. Has any information derived from the DAVID system been disseminated for any purpose not specifically authorized by the MOU?
8. Is the information exchanged by electronic means stored in a physically secure location?
9. Is access to the information exchanged protected in such a way that unauthorized persons cannot review or retrieve the information?
10. Is your agency updating user access permissions immediately upon separation or reassignment?
11. Is your agency immediately updating user access permissions upon discovery of negligent use, improper use, unauthorized use or unauthorized dissemination?
12. Has your agency had any misuse in the last twelve months?

13. If agency has had misuse in the last twelve months, has it been reported to DHSMV?

14. Randomly select ten users (if you have less than 10 users, select all users) and run an audit report for a randomly selected week. Look for any misuse, including, but not limited to reason codes, running siblings, spouses, ex-spouses, celebrities, and political figures. Look at the times of day the data was accessed. Was it before or after the person's regular shift? Look for repeated runs of the same individual, and look for unexplained access to the Emergency Contact Information.

List the names of the ten users below that you ran an audit on.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_