

Driver and Plate Search (DAPS)

342.1 DRIVER AND PLATE SEARCH (DAPS) BACKGROUND

In accordance with the Revised Code of Washington (RCW), government agencies may have the right to access and receive specific information maintained by the Department of Licensing as contained in vehicle and/or driver record. This policy will establish the rules of use and security of DAPS information.

342.2 LEGAL AUTHORITY

This information may be accessed through the Driver and Vehicle System (DRIVES), at the Department of Licensing's (DOL's) discretion. The data shared under this agreement is permitted pursuant to the following authority: RCW chapters 39.34, 42.56, 46.12, and 46.52; Washington Administrative Code (WAC) chapter 308-10; and/or the Federal Driver Privacy Protection Act (DPPA) 18 U.S.C. §2721 through §2725.

342.3 COMPUTER SECURITY

The City of Olympia shall maintain the computers that access DOL data by ensuring the operating system and software are updated and patched regularly, such that they remain secure from known vulnerabilities. The computer device(s) are installed with an Anti-Virus solution and signatures updated frequently.

342.4 ACCESS SECURITY

- a) Access to the system shall be approved by the Criminal Justice Information Services (CJIS) Security Officer.
- b) Prior to being granted access to DAPS, all users will sign a DAPS Appropriate Use Declaration Form.
- c) Access to the data will be restricted to authorized users by requiring a login using a unique user ID and complex password.
- d) Passwords must be changed on a periodic basis.
- e) The sharing of user IDs and passwords is strictly prohibited.

342.5 APPROPRIATE USE

- a) DAPS/DIAS users will:
 - i. Ensure the confidentiality and privacy of the information accessed.
 - ii. Only use the information to accomplish official job duties.
- b) DAPS/DIAS users will not:
 - i. Share the information with any unauthorized person.
 - ii. Use the information for personal reasons or benefit. Data may only be used for lawful actions related to the Olympia Police Department.
 - iii. Use the data for purposes of investigating, locating, or apprehending individuals for immigration related violations.

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342.6 DATA STORAGE

- a) All DOL data will be processed on designated computing equipment.
- b) No DOL data will be processed on or transferred to any portable storage medium.
- c) No Screenshot or Printed information from DAPS will be stored electronically on local machines or in OPD Records files.

342.7 DATA TRANSMISSION

- a) All electronic transmission or exchange of system and application data with outside organizations must be approved by DOL.
- b) Any approved electronic transmission of application data shall take place via secure means (e.g., HTTPS or SFTP).

342.8 DISTRIBUTION OF DATA

- a) The Olympia Police Department shall ensure no DOL data of any kind shall be transmitted, exchanged, or otherwise passed to other contractors/vendors or interested parties except on a case-by-case basis as specifically agreed to in writing by DOL.
- b) Employees authorized to use the system shall not provide screen prints outside their control.
- c) Any screen print must be destroyed as referenced in the Data Disposal section.

342.9 DATA DISPOSAL

- a) All printed materials will be destroyed by shredding in compliance with confidential document policies once their usefulness has expired.
- b) All hard drives shall be wiped or destroyed at the end of their lifecycle as described in the FBI CJIS Policy ([CJIS Security Policy Resource Center — FBI](#)).

342.10 SECURITY BREACH NOTIFICATION

In the event of a security breach involving DAPS data, The Olympia Police Department shall:

- a) Notify DOL by telephone and e-mail of such an event within 24 hours of discovery:
DOL Help Desk, phone: (360) 902-0111; email: hlbhelp@dol.wa.gov.
- b) Assume responsibility for informing all such individuals in accordance with applicable state and federal laws.
- c) Mitigate the risk of loss and comply with any notification or other requirements imposed by law or DOL.

342.11 ANNUAL SELF-ASSESSMENT

The Olympia Police Department shall conduct a yearly evaluation to determine if the department is following the Data Security Requirements as set forth by DOL.

The CJIS Security Officer of the Olympia Police Department shall sign and return the DOL Annual Assessment Form, indicating the results of the annual audit.