



# DACH Downgrades Processing

Driver License - CDL

3-14-2025

## Revision History

<b>Effective Date of SOP:</b> 3/14/2025	<b>SOP Number:</b> SOP B.11
<b>Functional Area Name:</b> Driver License	<b>Division Name:</b> CDL
<b>Last Review Date:</b> 3/3/2025	<b>Last Reviewer:</b> Amanda Casebier, CDL Supervisor
<b>Next Review Date:</b> 3/3/2026	<b>Next Reviewer:</b> CDL Supervisor
<b>Executive Approval Date:</b> 3/14/2025	<b>Approved By:</b> Alyson Sorenson, CDL Manager

## Overview

These Standard Operating Procedures (SOP) explain how to process the downgrading of a CDL following the change of their Drug Alcohol Clearinghouse (DACH) status to “Prohibited”.

## Purpose

This SOP provides step-by-step instructions and visual guidance on how to access DACH daily reports and process CDL downgrades accordingly.

## Policy Statement

This SOP applies only to CDL team members responsible for accessing the DACH daily report and processing CDL downgrades accordingly.

## Compliance

[49 CFR § 382.725](#) – [DACH] Access by State licensing authorities

## Systems

DACH Portal – System used to access the DACH daily report.

## Roles

*List the roles and functions of anyone involved in the operations described within this document.*

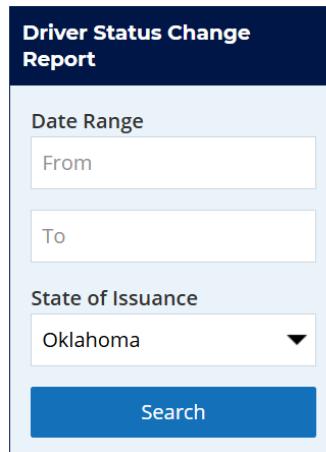
Role	Responsibilities
CDL Manager / Supervisor	Accesses the DACH reports and processes downgrades accordingly.

## Procedures

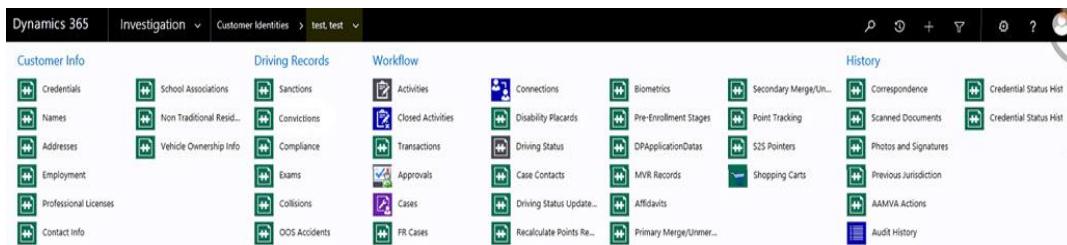
Currently, only the CDL Manager and CDL Supervisor have the ability to access DACH reports and apply downgrades accordingly.

### Steps

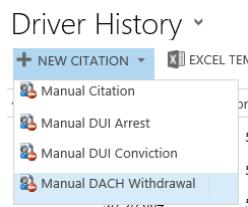
1. Every day, the CDL Manager/Supervisor opens the DACH portal and runs the daily report. This provides a list of Oklahoma CDL holders who have had their DACH status change since the last update.



2. Based on the status changes from the DACH report, convictions will have to be manually applied to each affected CDL holder's file. For each person, follow the instructions below.
3. Open D360 and search for the customer's file. From the top drop-down menu, select "Convictions".



4. Under "Driver History", select the drop-down arrow next to "New Citation", then click on "Manual DACH Withdrawal".



5. A new conviction record will now be created, with the following fields:

- a) Citation
- b) Citation Number
- c) Date Received
- d) Court Violation
- e) Conviction Date
- f) Disposition
- g) Conviction Count
- h) Last Name
- i) First Name
- j) Middle Name
- k) Suffix
- l) DOB
- m) Driver License
- n) CDL
- o) Violation Date
- p) Commercial = Yes

6. Under the general section, the “Citation” entry will be “DACH mmddyy [date of notification]”. Use the same entry for the “Citation Number”, copy and pasted.

CONVICTION : ENTER CITATION ▾

## New Conviction

General		Scanned Document
Citation	...	
Customer Identity	TEST TEST	
Citation Number		Citation Status
Amendment	...	...
Collision ID	...	Transaction Id
		Document ID
		...

7. Under the “Trooper Information”, if the citation occurred on or before 11/18/2024, use 11/18/2024. Otherwise, use the date the notice was received from DACH.

#### Trooper Information

Trooper Last Name  
--  
Trooper First Name  
--  
Trooper Badge Number  
--  
Troop Number  
--  
Court Type  
--  
Date Received

#### 8. Under Conviction Info:

- Court Violation:** "DP1"
- Conviction Date:** Write the "Notification Sent" date from the DACH report
- Disposition:** "Guilty"
- Conviction Count:** "0"

New Conviction

**Conviction Info**

Abstract Document ID	...
Court Statute Code	...
<b>Court Violation*</b>	...
Court State Sub Code	...
State Violation Court Description	...
Conviction ACD	...
ACD Description	...
Case Number	...
<b>Conviction Date*</b>	...
Disposition	...
Convicting State	OK
Conviction Count	...

- Under Driver Info: Enter the last name, first name, middle name, suffix (if applicable), date of birth, driver license number (copy and paste full name), CDL (yes or no), then click "OK" on the pop-up.

## New Conviction

Message from webpage

X

### Driver Info

#### Driver Information

Last Name	Driver License
--	--
First Name	OOS Driver License Number
--	--
Middle Name	Driver License Class
--	--
Suffix	Licensing State
--	OK
DOB	DL Expiration
--	--
SSN	Employer
--	--
Sex	CDL
--	No
Race	



Check if Citation is Set Aside or All the following fields are populated  
 Citation #,  
 Court Violation Code,  
 Conviction ACD,  
 Convicting Jurisdiction,  
 Violation Date,  
 Disposition Date,  
 Disposition,  
 Conviction Count  
 and Citation has acceptable Bail Bond and Alcohol Blood  
 Level  
 and a valid CDL A or CDL B or CDL C or CLP A or CLP B or CLP C

OK

9. Under Arrest Details: For Violation Date, put “Notification Sent” date from DACH report; For Commercial, change to “Yes”.

## New Conviction

### Arrest Details

#### Violation Detail

Violation Date
--
--
Violation Location
--
County Code
--
City Code
--
County Name
--
City Name
--
Table of Courts
--

East Coordinate
--
North Coordinate
--
Accident Type
--
Arrest Statute Code
--
Arrest Violation Code
--
Arrest State Sub Code
--
Arrest Violation Description
--
Arrest ACD
--

MPH	BAC
--	--
Speed Zone	
--	
Speed Determination	
--	

Commercial	--	Hazmat	<input type="checkbox"/>
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10. Click “Save”. If any required fields are missing or formatted incorrectly, an exception message will appear (example shown below). Make the necessary corrections and click “Save” again until there are no further exceptions.

DOB \*





You must provide a value for DOB.

Select “Save & Close”.

11. The Identity Panel will now reload. To verify that the DP1 has been applied to the record, scroll down to the “Convictions/Sanctions/Cases” section of the driver’s record. A DP1 Administrative Action and a Suspension/Revocation should be shown. The Suspension/Revocation will have a “Pending” Sanction Status and will indicate the Start Date that the downgrade will take effect.