



DACH Downgrades Processing

Driver License - CDL

3-14-2025



Revision History

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

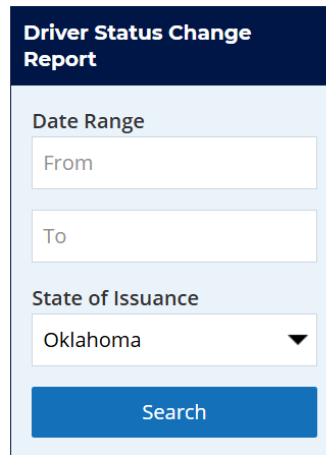
Role	Responsibilities
CDL Manager / Supervisor	Accesses the DACH reports and processes downgrades accordingly.

Procedures

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

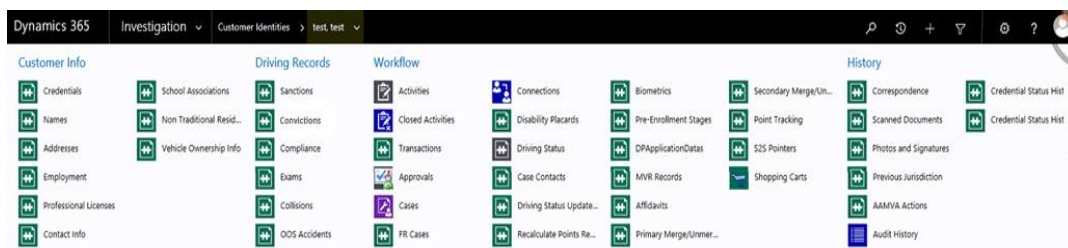
Steps

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.

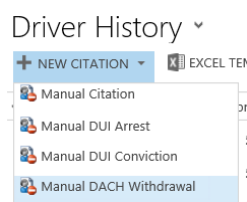


The screenshot shows a web form titled "Driver Status Change Report". It includes a "Date Range" section with "From" and "To" input fields. Below that is a "State of Issuance" dropdown menu currently set to "Oklahoma". At the bottom is a blue "Search" button.

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

Citation --

Customer Identity
TEST TEST

Citation Number --

Amendment --

Collision ID
--

Scanned Document

Citation Status --

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

--

Court Violation

--

Court State Sub Code

--

State Violation Court Description

--

Conviction ACD

--

ACD Description

--

Case Number

--

Conviction Date

--

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

Driver Info

Driver Information

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

Message from webpage

! 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	East Coordinate
--	--
Violation Location	North Coordinate
--	--
County Code	Accident Type
--	--
City Code	Arrest Statute Code
--	--
County Name	Arrest Violation Code
--	--
City Name	Arrest State Sub Code
--	--
Table of Courts	Arrest Violation Description
--	--
MPH	Arrest ACD
--	--
Speed Zone	BAC
--	--
Speed Determination	
--	
Commercial	Hazmat
Yes	<input type="checkbox"/>

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.