



## CDL Felony Conviction Reporting Workshop 1

September 27, 2023

The National Center for State Courts (NCSC) hosted the first of three online workshops to dive into challenges related to reporting CDL dispositions from the felony court division. Twenty-six participants attended, representing law enforcement, prosecutors, the judiciary and clerks, and state driver license agencies (SDLAs) from 13 states. This first workshop focused on data, with two breakout sessions covering the topics of data collection and data exchange. The key takeaways from this workshop are outlined below, with more detailed mind maps documenting the discussions from the two breakout sessions.

### Key Takeaways

**Standardization** – Stakeholders emphasized the need for standardized forms (e.g., citations, affidavits, sentencing orders) and procedures (e.g., plea agreements) to improve the accuracy and completeness of required data elements necessary to initiate, monitor, and report a commercial driver’s license (CDL) felony conviction. Increased standardization from the state or local jurisdiction to the national level would provide greater continuity in data collection and exchange. Since specific qualifying elements must be in place, ensuring that the required detail is captured early and maintained throughout the lifecycle would improve uniformity of reporting.

**Automation** – Automation at key points in the data collection and data exchange process may reduce redundant manual data entry and errors. An electronic citation that can scan, read, and populate data straight from the CDL could increase complete and accurate data collection. In data exchange, there are opportunities to have application systems flag and track cases that potentially qualify for required reporting to the SDLA. At disposition, automation may be used to make a final determination of qualifying cases for reporting and then initiate an electronic data exchange of information to the SDLA. Automation could also apply quality control checks as data is collected and exchanged, reducing missing and incorrect information.

**Integration** – Many current automated systems are not connected, or stakeholders do not have access to view information in external systems (e.g., CDLIS, courts’ case management systems). Having connected systems, at a minimum, for exchanging required case information between all stakeholders, would reduce data entry and move the case forward more efficiently.

**Training** – Continued staff training on commercial driving regulations and requirements would improve the understanding of the importance of data collection and reporting requirements. Training on data

quality principles such as data verification and validation that should take place at each critical point in the process could improve data sharing, data exchange, and ensure reporting requirements are met.

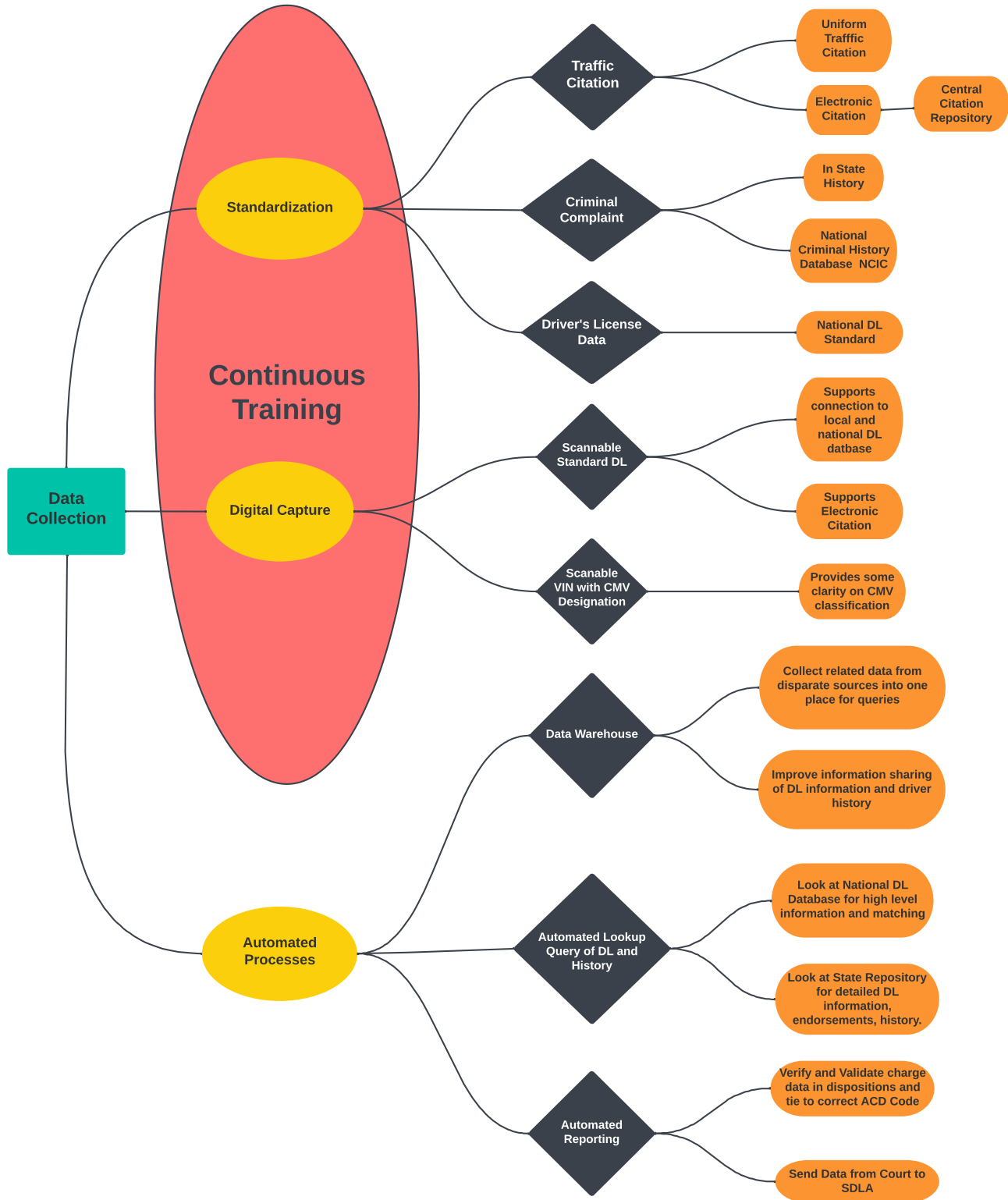
**Governance** – Governance is needed for data collection and reporting to provide the necessary regulatory framework to ensure consistency. Without legislative action to tie necessary requirements to statutes, this work may be viewed as discretionary rather than mandatory. Governance between stakeholders is needed to address the way each system shall manage case/charge details (e.g., use of vehicle, mapping of charges to ACD codes for CDLIS reporting), methodology for error correction, and updates required due to legislative or regulation changes.

## Core Data Collection and Exchange Requirements

In both sessions there were some core requirements that would provide tangible improvement of tracking and reporting felony CDL conviction.

1. Standard CDL– Although AAMVA has a standard, it is only a guide for states and currently there is a lot of variety in the format and content of information on the DL strip used for scanning the license. Having a minimum standard of CDL detail would be helpful.
2. National CDL Data Warehouse – currently it is difficult to look at CDL detail outside of the issuing state. Having a national repository of CDL information that can be queried would be helpful to verify required driver endorsements and status. If this could include a national repository for driver history, that would also help to provide relevant information about past driving convictions that may influence the current court case.
3. Standard electronic data exchange – This would be needed for states to provide CDL and driver history information into an established National CDL Data Warehouse.
4. ACD Code Alignment – States should work with the prosecutors and courts to implement ACD Code alignment with state charges. This may happen in the background using automation within case management systems.
5. Commercial Vehicle Designation – There are times when it is not clear when a vehicle is classified as a commercial motor vehicle (CMV). Having mechanisms in place that can make CMV designations more clear, either on the vehicle itself or through continuous training, would help ensure that this detail is captured at case initiation.

# Data Collection



# Data Exchange

