

DataQs State Implementation Plan



Washington DC

**For Compliance with Federal Motor Carrier Safety Administration (FMCSA) Revised
Motor Carrier Safety Assistance Program (MCSAP) Grant Requirements**

Date: September 2026

Purpose

In April 2026, FMCSA announced updated requirements for State participation in the DataQs system as a condition of receiving MCSAP grant funding. To comply with those requirements, each State must submit a DataQs State Implementation Plan. The following pages contain the key elements of the plan approved by FMCSA for Washington DC.

DataQs State Implementation Plan

State: Washington DC

MCSAP Lead Agency: Metropolitan Police Department

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
Washington DC MCSAP Commander (MCSAP Sergeant) has the overall responsibility of managing the organization's DataQs and DataQ compliance.
 - **Supervisor(s):**
Traffic Safety Specialized Enforcement Section (TSSES) Lieutenant
 - **Backups:**
Tactical Patrol Branch (TPB) Captain
 - **Interactions:**
The MCSAP team is named the Motor Carrier Safety Unit (MCSU) and led by the MCSAP Commander (Sergeant). The team is housed within the Traffic Safety & Specialized Enforcement Section TSSES, which is managed by a Lieutenant. The Traffic Safety & Specialized Enforcement Section falls under the Tactical Patrol Branch (TPD) which is managed by a Captain.
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
DataQ Officers (experienced inspectors from the MCSAP team) are responsible for the initial reviews. The DataQ Officer responding to the initial review will be separate and independent of the issuing or inspecting officer.
 - **Supervisor(s):**
MCSAP Sergeant
 - **Backups:**
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 - **Interactions:**
<intentionally left blank>
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**

Senior MCSAP members, FMCSA Division Office (Washington DC), neighboring MCSAP offices within the National Capitol Region (Virginia & Maryland)

- **Supervisor(s):**
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- **Backups:**
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- **Interactions:**
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Process Description

- Receipt of RDR
 - **Responsible Party:**
MCSAP Sergeant
 - **Process:**
The MCSAP Sergeant checks the RDR request daily and will add them to an excel spreadsheet documenting the date of receipt, type of RDR, and the designated member handling the request.
- Review of RDR
 - **Responsible Party:**
MCSAP Sergeant responsible for identifying the initial RDRs and assigning them to DataQ Officers.
 - **Process:**
Once the designated DataQ Officer receives the RDR request, the member will use previous inspection reports, departmental report database, available body camera footage, and any other evidence on hand to rectify the RDR. DataQ Officer will then make the determination for the appropriate outcome.
- Outcome of RDR
 - **Responsible Party:**
Assigned DataQ Officer
 - **Process:**
The assigned DataQ Officer will document their findings in the FMCSA DataQ portal along with the chosen action or changes if any. Each RDR closed will adequately explain the facts and analysis supporting the decision.
Responses will contain the following information:
Description of or link to the State's approved DataQs State Implementation Plan;
Decision-maker (name and title);

List of evidence reviewed;

Decision;

Specific reason(s) for decision; and

Next steps for the submitter, including how to appeal the decision (RDR Reconsideration process) if prior to Final Review decision.

Procedural closures, such as “Closed—No Requestor Response” or “Closed—Insufficient Information,” do not constitute a substantive decision on the merits and are exempt from this detailed reporting requirement.

- Closure of RDR
 - **Responsible Party:**
Assigned DataQ Officer
 - **Process:**
DataQ Officers will document their findings in the FMCSA DataQ portal along with the chosen action or changes if any.
- Timeliness:
The following timetable is the best practice as outlined and described in the Department of Transportation Federal Register Volume 90. No 124 dated July 1, 2025.
MCSU staff will open an RDR within seven days (7) of submission. The status of the RDR would then change from “New” to “Open—In Review.”

MCSU will respond to the RDR, either to request additional information or communicate a decision, within twenty-one (21) days of submission.

If MCSU requests additional information from the requestor, MCSU staff will allow the full fourteen-day response period. These fourteen (14) days do not impact the timeline for MCSU’s review. The clock will stop while the requestor gathers additional information and will restart if the requestor responds to the MCSU.

If the requestor does not respond, the system will close the request with the status “Closed—No Requestor Response.” A request that is reopened after being closed for no response will be reviewed at the level it was closed and not escalated.

Each RDR closed with the status “Closed—No Data Correction Made” will adequately explain the facts and analysis supporting the decision.

Each response will contain the following information:

Link to our State’s approved DataQs Implementation Plan

Decision-maker (name and title)

List of evidence reviewed

Decision; Specific reason(s) for decision

Next steps/directions for more information (RDR Reconsideration process).

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected. The DataQ was reviewed and the evidence substantiated the violation was correct including following the review process as defined in the DataQ Analyst Guide.

Closed—Data Correction Made: The request has been closed and the data will be corrected. The DataQ was reviewed and the evidence substantiated the violation was incorrect and the violation was removed, or the regulation corrected to the proper regulation following the FMCSA DataQ Analyst Guide.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation following the FMCSA DataQ Analyst Guide.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent. This could occur if the DataQ was incorrectly assigned to the wrong agency or if the request was not validated as outlined in the FMCSA DataQ Analyst Guide.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQ's or it may have sent the report directly via email or postal mail.

Closed—No Requestor Response: The request was closed because the requestor did not respond, no additional response is required for this response.

Each outcome will provide with the following information:

Link to our State's approved DataQ's State Implementation Plan

Decision-maker (name and title)

List of evidence reviewed

Decision including specific reason(s) for decision

Next steps for the submitter, including how to appeal the decision (RDR Reconsideration process)

Communication:

Communication will be done through the DataQ portal.

Next Steps:

Submitters will receive the reason for the “correction” or “no correction”, along with the following information:

Link to our State’s approved DataQ’s State Implementation Plan

DataQ Officer info (name and title)

List of evidence reviewed

Decision including specific reason(s) for decision

Next steps for the submitter, including how to appeal the decision (RDR Reconsideration process)

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process
 - **Responsible Party:**
Designated Reconsideration DataQ Officer
 - **Supervisor(s):**
MCSAP Sergeant
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Senior MCSAP members, FMCSA Division Office (Washington DC),
neighboring MCSAP offices within the National Capitol Region (Virginia & Maryland)
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) convening a panel or committee
 - **Responsible Party:**
N/A

- **Supervisor(s):**
<intentionally left blank>
- **Backups:**
<intentionally left blank>
- **Interactions:**
<intentionally left blank>
- **Panel members' titles and associations:**
<intentionally left blank>

Escalation Procedures:

After review, if the RDR is complete and the submitter request for the matter to be escalated and has a valid and/or persistent argument, the RDR will be escalated for reconsideration as long as this is not found to be a fictitious RDR.

Process Description

- Review of RDR
 - **Responsible Party:**
Alternate assigned DataQ Officer
 - **Process:**
The assigned DataQ Officer will document their findings in the FMCSA DataQ portal along with the chosen action or changes if any. Each RDR closed will adequately explain the facts and analysis supporting the decision.
Responses will contain the following information:
Description of or link to the State's approved DataQs State Implementation Plan;
Decision-maker (name and title);
List of evidence reviewed;
Decision;
Specific reason(s) for decision; and
Next steps for the submitter, including how to appeal the decision (RDR Reconsideration process) if prior to Final Review decision.
Procedural closures, such as "Closed—No Requestor Response" or "Closed—Insufficient Information," do not constitute a substantive decision on the merits and are exempt from this detailed reporting requirement.
- Outcome of RDR
 - **Responsible Party:**
Alternate assigned DataQ Officer
 - **Process:**

Review the initial DataQ submission and all prior review actions completed before the reconsideration phase. Examine all documents, evidence, and data sources used during previous reviews to identify any relevant information that may not have been considered. Research and document any previously unused data sources and cross reference findings within the initial RDR closure.

- Closure of RDR

- **Responsible Party:**

- Alternate assigned DataQ Officer

- **Process:**

- Once the alternate assigned DataQ Officer receives the reconsideration request, the member will use previous inspection reports, departmental report database, available body camera footage, and any other evidence on hand to rectify the RDR. DataQ Officer will then make the determination for the appropriate outcome

- Timeliness:

The RDR Reconsideration process is applicable to requests that received a full review and a decision during the Initial Review phase, and the requestor is seeking an additional level of review. It would not include requests that are closed due to lack of information, or those reopened without a valid reason. MCSU must open a RDR Reconsideration request within seven (7) days of the request. As in the Initial Review process, if the MCSU requests additional information from the requestor during the RDR Reconsideration, the requestor has fourteen (14) days to provide the information. These fourteen (14) days do not impact the timeline for the MCSU review. The clock will stop while the requestor gathers additional information and will restart if the requestor responds to the MCSU. If the requestor does not respond, the system will close the request with the status “Closed—No Requestor Response.”

MCSU must reach a decision and communicate it to the submitter within twenty-one (21) days. The RDR Reconsideration must be reviewed and decided by a person or panel with appropriate subject matter expertise within the MCSAP Lead Agency. The RDR Reconsideration must not be reviewed or decided by the issuing officer or inspector, nor a direct supervisor of the issuing officer or inspector. Legal review should be incorporated, where applicable.

Each RDR Reconsideration closed with the status “Closed—No Data Correction Made” will adequately explain the facts and analysis supporting the

decision. Responses will contain the following information: Decision-maker (name and title); Description of evidence reviewed; Decision; Specific reason(s) for decision; and Next steps/directions for more information Final Review process.

RDR Reconsideration Requests the burden of proof remains with the requester. Requests to remove or modify information that negatively impacts the requester or others will not be successful without factual and/or legal justification of why the information is incorrect or incomplete by providing documentation supporting the request when necessary.

Unsubstantiated requests may be returned to the requester for more information or closed with no action taken. Requests that are closed for no response from the requester will not be deemed a substantive decision by the State and may be reopened once a sufficient response is received.

Requesters must address CVSD's factual and/or legal basis for the decision and explain why the requestor believes the decision to be incorrect, with submission of additional documentation supporting the request when necessary.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected. The DataQ was reviewed and the evidence substantiated the violation was correct including following the review process as defined in the DataQ Analyst Guide.

Closed—Data Correction Made: The request has been closed and the data will be corrected. The DataQ was reviewed and the evidence substantiated the violation was incorrect and the violation was removed, or the regulation corrected to the proper regulation following the FMCSA DataQ Analyst Guide.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation following the FMCSA DataQ Analyst Guide.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent. This could occur if the DataQ was incorrectly assigned to the wrong agency or if the request was not validated as outlined in the FMCSA DataQ Analyst Guide.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQ's or it may have sent the report directly via email or postal mail.

Closed—No Requestor Response: The request was closed because the requestor did not respond, no additional response is required for this response.

Each outcome will provide with the following information:

Link to our State's approved DataQ's State Implementation Plan

Decision-maker (name and title)

List of evidence reviewed

Decision including specific reason(s) for decision

Next steps for the submitter, including how to appeal the decision (RDR Reconsideration process)

Communication:

Communication will be done through the DataQ portal.

Next Steps:

Submitters will receive the reason for the "correction" or "no correction", along with the following information:

Link to our State's approved DataQ's State Implementation Plan

DataQ Officer info (name and title)

List of evidence reviewed

Decision including specific reason(s) for decision

Next steps for the submitter, including how to appeal the decision (RDR Final Decision)

Final Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Final Review process
 - **Responsible Party:**
MCSAP Sergeant or Alternate MCSAP Certified Official
 - **Supervisor(s):**
TSSES Lieutenant
 - **Backups:**
Alternate MCSAP Official, Senior MCSAP member, TSSES Lieutenant
 - **Interactions:**
The investigating party and decision-maker for the final review will use previous inspection reports, departmental report database, available body camera footage, and any other evidence on hand (to include information

from the previous reviews) to rectify the RDR and present the appropriate outcome.

- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Senior MCSAP members, FMCSA Division Office (Washington DC),
neighboring MCSAP offices within the National Capitol Region (Virginia & Maryland)
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) convening a panel or committee
 - **Responsible Party:**
N/A
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
 - **Panel members' titles and associations:**
<intentionally left blank>

Escalation Procedures:

Following completion of all prior review stages, the State agency will elevate the request for Final Review.

Process Description

- Review of RDR
 - **Responsible Party:**
MCSAP Sergeant or Alternate MCSAP Certified Official. For the final review, the member will not be the inspecting officer, initial reviewer, or reconsideration reviewer.
 - **Process:**
Review the initial DataQ submission and all prior review actions completed before the final decision phase. Examine all documents, evidence, and data

sources used during previous reviews to identify any relevant information that may not have been considered. Research and document any previously unused data sources and cross reference findings within the initial request and reconsideration review.

- Outcome of RDR
 - **Responsible Party:**
MCSAP Sergeant or Alternate MCSAP Certified Official
 - **Process:**
Review the initial DataQ submission and all prior review actions completed before the final decision phase. Examine all documents, evidence, and data sources used during previous reviews to identify any relevant information that may not have been considered. Research and document any previously unused data sources and cross reference findings within the initial request and reconsideration review.
- Closure of RDR
 - **Responsible Party:**
MCSAP Sergeant or Alternate MCSAP Certified Official
 - **Process:**
Closed—No Data Correction Made: The request has been closed and the data will not be corrected. The DataQ was reviewed and the evidence substantiated the violation was correct including following the review process as defined in the DataQ Analyst Guide.
Closed—Data Correction Made: The request has been closed and the data will be corrected. The DataQ was reviewed and the evidence substantiated the violation was incorrect and the violation was removed, or the regulation corrected to the proper regulation following the FMCSA DataQ Analyst Guide.
Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation following the FMCSA DataQ Analyst Guide.
Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent. This could occur if the DataQ was incorrectly assigned to the wrong agency or if the request was not validated as outlined in the FMCSA DataQ Analyst Guide.
Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQ's or it may have sent the report directly via email or postal mail.
Closed—No Requestor Response: The request was closed because the requestor did not respond, no additional response is required for this

response.

Each outcome will provide with the following information:

Link to our State's approved DataQ's State Implementation Plan

Decision-maker (name and title)

List of evidence reviewed

Decision including specific reason(s) for decision

Also notified of Final Decision on the matter.

- **Timeliness:**
MCSU must reach a decision on the Final Review and communicate it to the submitter within 30 days.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected. The DataQ was reviewed and the evidence substantiated the violation was correct.

Closed—Data Correction Made: The request has been closed and the data will be corrected. The DataQ was reviewed and the evidence substantiated the violation was incorrect and the violation was removed, or the regulation corrected to the proper regulation.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQ's or it may have sent the report directly via email or postal mail.

Closed—No Requestor Response: The request was closed because the requestor did not respond

Communication:

Communication will be done through the DataQ portal.

Next Steps:

The submitter will receive the following:

Notice of Final Decision

Decision Maker (name & title)

Evidence reviewed

Regulatory Information Referenced
Contact information for state agency