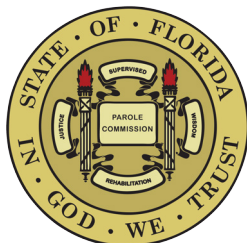


*Ensuring public safety and  
providing victim assistance  
through the post prison release process.*

## 2013 ANNUAL REPORT



## FLORIDA PAROLE COMMISSION

A Governor and Cabinet Agency Created in 1941

# FLORIDA PAROLE COMMISSION



Commissioner Tena M. Pate, Chair

Commissioner Bernard R. Cohen, Sr., Vice Chair

Commissioner Melinda N. Coonrod, Secretary

# THE FLORIDA BOARD OF EXECUTIVE CLEMENCY



Rick Scott, Governor

Pam Bondi, Attorney General

Jeff Atwater, Chief Financial Officer

Adam Putnam, Commissioner of Agriculture and  
Consumer Services

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*Governor Farris Bryant hearing clemency cases.  
1961-64*

## Chair's Message

December 2013

Dear Governor Scott and Members of the Cabinet, President Gaetz, and Speaker Weatherford:

"Strive for excellence and avoid mediocrity" was the mantra The Florida Parole Commission adopted this year, and with the support of our state leaders and the relentless efforts of our dedicated staff, we were able to achieve success. This year the Commission provided accurate and precise information to the Clemency Board for quarterly clemency hearings, held three successful out-of-town parole hearings, performed more than 26,000 victim assists, and welcomed new leadership and staff to the Commission. Our impact also included the following significant highlights:



*National Crime Victims' Rights Week Tree Planting Ceremony - April 2013*

- Secured senate confirmation of Commissioners Cohen and Coonrod.
- Significantly decreased the backlog of clemency applications entered into the database.
- Expanded Commission rules to protect the rights of victims in Commission meetings.
- Developed targeted communications materials educating stakeholders on Commission functions.
- Provided multiple employee enrichment and professional development trainings for staff.
- Hosted the inaugural Victims' Rights Week tree planting ceremony.
- Increased student internships and volunteer opportunities with the Commission.
- Partnered with the Florida State University School of Criminology and the National Institute of Corrections to review the Objective Parole Guidelines and Youthful Offender Matrix.

The Commission plays a vital role in Florida's justice system and contributes to ensuring public safety for residents and visitors to Florida, thereby reducing the number of crime victims. Commissioners Cohen, Coonrod and I will continue to hold offenders accountable, while also providing through careful selection, the opportunity for deserving offenders to become contributing, law-abiding members of society.

As we look toward 2014, the Commission will be focused on the upcoming legislative session and Commission priorities including a proposed name change to better convey the Commission's role, as well as mandatory supervision legislation to ensure greater public safety to the people of Florida. We will continue to strive to reach these goals and many others as we position the Commission to be a constant voice regarding post-conviction reform and other criminal justice matters.

Respectfully,

Tena M. Pate  
Chair

## Commissioners' Vitae



### **Commissioner Tena M. Pate, Chair**

Commissioner Tena M. Pate, Chair, initiated her career in criminal justice in 1979 with the Office of the State Attorney for the First Judicial Circuit, and later became the first person appointed to serve as the Victims' Advocate for Okaloosa and Walton Counties. In 1989, Commissioner Pate relocated to Tallahassee to accept a position in the Executive Office of the Governor. Commissioner Pate has more than 30 years of experience working in criminal justice and government relations. In 1993, she accepted the appointment as Florida's Victims' Rights Coordinator in Governor Lawton Chiles' administration. She served in this capacity for Governors Chiles, McKay and Bush, until her appointment to the Florida Parole Commission. Commissioner Pate was initially appointed to the Florida Parole Commission in 2003 by Governor Bush to fill a Commission vacancy. On June 24, 2004, Commissioner Pate was appointed to a full six-year term ending June 2010. In 2010 and 2011,

Commissioner Pate was reappointed by Governors Crist and Scott and the Florida Cabinet for a full six-year term ending June 30, 2016. On June 26, 2012, she was subsequently re-appointed to serve a second two-year term as Chair by Governor Rick Scott and members of the Cabinet. Chair Pate is a member of Leadership Florida and a graduate of the Florida Department of Law Enforcement Chief Executive Seminar.



### **Commissioner Bernard R. Cohen, Sr., Vice Chair**

Commissioner Bernard R. Cohen, Sr., Vice Chair, began his criminal justice career with the Florida Department of Corrections (Department). During his 33 year tenure with the Department, Commissioner Cohen served in a variety of executive positions that supported the Department's mission and vision. Throughout his career, Commissioner Cohen developed a reputation for being a highly skilled program director and criminal justice executive, overseeing a number of innovative and effective inmate and staff programs and services. He established and managed three corrections academies and developed and implemented computer-based training programs and an organization-wide distance learning network for more than 27,000 staff and 90,000 inmates. Other major accomplishments included overseeing the research and development of a comprehensive interactive instructional inmate transition program. In addition to his criminal justice career, Commissioner Cohen has served his country as a Captain in the United States Army Reserves. Commissioner Cohen was appointed to the Florida Parole Commission by the Governor and Cabinet on January 18, 2012. That same year, Commissioner Cohen was reappointed by Governor Scott and the Cabinet on March 20, 2012 and was confirmed with unanimous approval by the Florida Senate on April 29, 2013 to complete the remainder of a six-year term which extends until June 30, 2014.

Commissioner Cohen has served his country as a Captain in the United States Army Reserves. Commissioner Cohen was appointed to the Florida Parole Commission by the Governor and Cabinet on January 18, 2012. That same year, Commissioner Cohen was reappointed by Governor Scott and the Cabinet on March 20, 2012 and was confirmed with unanimous approval by the Florida Senate on April 29, 2013 to complete the remainder of a six-year term which extends until June 30, 2014.



### **Commissioner Melinda N. Coonrod, Secretary**

Commissioner Melinda N. Coonrod, Secretary, began her criminal justice career in 1992 working as an Assistant State Attorney for the Second Judicial Circuit. As a prosecutor with the State Attorney's Office, Commissioner Coonrod handled a diverse set of criminal cases. She was the lead prosecutor in over 57 jury trials and more than 30 non-jury trials. Commissioner Coonrod later served as the supervising hearing officer with the Florida Department of Agriculture and Consumer Services Division of Licensing where she presided over many hearings. Her experience also includes working as a court appointed Guardian Ad-Litem, providing training seminars to law enforcement agencies, and teaching graduate and undergraduate courses as an adjunct instructor at Florida State University College of Criminology and Criminal Justice. Commissioner Coonrod was appointed to the Florida Parole Commission by the Governor and Cabinet on June 26, 2012. On April 29, 2013,

she was unanimously confirmed by the Florida Senate. Commissioner Coonrod will serve a six-year term which extends until June 30, 2018.

# Commission History

## Overview:

In the early 1800's, state prisoners were leased to Florida companies to work as slave laborers. This era of inhumane and bitter treatment of prisoners ended after the notorious Taber case. Martin Taber was a young prisoner convicted of stealing a ride on a freight train. He died as a result of the brutal treatment administered by a lumber company boss to whom he was leased. An aroused public demanded the discontinuance of leasing prisoners, but prison overcrowding, the high cost of housing, and pressures for better treatment of prisoners set the stage for opportunists to peddle their influence in the pardoning of prisoners. The Pardon Board was created by the 1885 Florida Constitution and was composed of the Governor and Cabinet. Due to the limitations of the pardon system, the Florida Parole and Probation Commission was established in 1941. The Commission selected sentenced inmates for parole release and its field staff provided supervision. The responsibilities of the Commission were altered in 1975, transferring the supervising field staff responsibilities to the Department of Corrections (Department). Below is a historical timeline outlining the Commission's role.

## Historical Timeline

- 1978** The Florida Legislature enacted the *Objective Parole Guidelines Act*, which required the Commission to develop and implement rules and criteria upon which parole decisions were to be made. It required the development of guidelines according to an acceptable research method based on the seriousness of the offense and the likelihood of a favorable parole outcome. The Act also provided for reorganization of the agency into functional areas.
- 1983** Under *Sentencing Guidelines*, the Commission retained paroling authority primarily only for inmates whose offenses were committed prior to October 1, 1983.
- 1988** The *Victim Assistance Law* was enacted during Legislative Session and brought many new responsibilities to the Commission. This law provided that the victim, or family of the victim, have the opportunity to provide input into the decision-making process.
- 1988** *Conditional Release Program* was enacted and provides that inmates convicted of certain crimes committed on or after October 1, 1988, and who have served at least one prior felony commitment at a state or federal correctional institution or have been sentenced as a habitual offender, violent habitual offender or sexual predator, shall be released under supervision on their tentative release date subject to specified terms and conditions established by the Commission.
- 1989** *Control Release Authority* was established. This legislation directed the Commission to develop a system of uniform criteria to determine the number and type of inmates released into the community in order to maintain the state's prison population between 99% and 100% of its total capacity. The *Control Release Program* became effective September 1, 1990, and over the next four years, 75,000 inmates were released through this program.
- 1992** *Conditional Medical Release Program* was established. This program authorizes the Department to recommend to the Commission terminally ill or permanently incapacitated inmates for early release due to their medical conditions.
- 1996** The Commission began reviewing and establishing *presumptive parole release dates* (PPRD) for inmates convicted of capital felonies with 25-year minimum mandatory terms.
- 2001** The Legislature created the *Addiction Recovery Supervision Program* and placed it under the Commission's administration. The law requires the Commission to set the terms and conditions of supervision, and to address alleged violations of supervision if the offender fails to abide by the conditions.
- 2010** During Legislative Session, SB 200, a victim-friendly bill was passed and became law on July 1, 2010. The new law amended ss. 947.16, 947.174, and 947.1745, F.S, giving the Commission authority to increase the interval between parole consideration re-interviews to seven years for parole-eligible offenders who have been convicted of murder, attempted murder, sexual battery, or attempted sexual battery, or who are serving a 25-year minimum mandatory sentence under s. 775.082, F.S. For victims and their families, reduction in the frequency of parole opportunities should lessen the trauma, stress, and financial burden associated with the potential release of an offender.
- 2013** HB 685 was signed by the Governor on June 5, 2013 and became law on July 1, 2013. The law expands the list of crimes eligible for subsequent interview dates to be set within seven years to include the act or attempt of kidnapping, and the crimes of robbery, burglary of dwelling, burglary of a structure or conveyance, or breaking and entering, or an attempt thereof of any of these crimes, in which a human being is present and a sexual act is completed or attempted. The sexual act or attempt thereof does not apply to the kidnapping offenses.

## Facts About the Commission

The Commission performs a vital role in Florida's criminal justice system by preserving the autonomy needed in post release decisions affecting inmates and ex-offenders. The Commission functions as a quasi-judicial body.

Parole Commissioners preside over approximately 36 meetings annually at the Central Office in Tallahassee and when funded, various other locations throughout the state as required by statute. During these public proceedings, the Commissioners make a variety of determinations regarding parole and other releases. In addition, the Commission reviews releasees' supervision status every two years.



*Commissioner Coonrod, Commissioner Cohen, Commissioner/Chair Pate*

Every parole-eligible inmate has a constitutionally protected right to proper consideration for parole, and these proceedings must be conducted as required by law. In both parole and conditional medical release, testimony and pertinent information may be provided by representatives of the inmate, the inmate's family, by persons who were victims of the crime, and the victim's family. This proceeding is often the first opportunity for a victim, or family member, of a victim to provide input in a non-adversarial venue. If parole is granted, the Commissioners will address victim restitution issues as well as special conditions needed to ensure the protection of the citizens in our state and the successful re-entry of the offender into society. The Commissioners may also hear from law enforcement, state and private attorneys, as well as other interested parties.

During meetings, the Commission also conducts other types of proceedings, such as imposing conditions of conditional release or addiction recovery supervision. The Commission makes final determinations with regard to revocation of post release supervision, where a releasee

may have violated the conditions of their release. When the Commission determines that the releasee is guilty of a willful and substantial violation, the Commission may order the violator returned to state prison to complete service of the original term of imprisonment.

*The Commission functions as a quasi-judicial body.*

The Commission serves as a cost-saving mechanism for the taxpayers of the State of Florida. The Commission saves taxpayer dollars by conducting revocation hearings for post release supervision violators in informal surroundings conducted before a parole examiner, and usually held at a county jail, with witnesses to the violation providing the pertinent testimony. The United States Supreme Court has fully sanctioned the state's use of these less costly proceedings, with limited due process requirements. Probation revocation hearings, by contrast, require that proceedings be conducted in a courtroom before a judge, with an assistant state attorney prosecuting the case, and generally an appointed public defender representing the offender, plus all other expenses attendant to a criminal proceeding, at much greater expense to the state.

In 2004, the Senate Criminal Justice Committee best summarized the Commission's history and responsibilities by writing that there was "no stable mechanism for managing inmate reentry after the abolition of parole." The report also stated that "prior to 1983, parole was the traditional mechanism for managing an inmate's reentry into the community" and that historically, it was the Commission that ensured an inmate was ready for release, that he or she had a place to live, a job or solid job prospect, and the support of family and friends. Once the inmate was returned to the community, the parole officer monitored that release plan while supervising the parolee.

In 2005, the Legislature ordered an Office of Program Policy and Governmental Accountability (OPPAGA) study of the Commission. The OPPAGA study (OPPAGA Report 2006-15) concluded that "the Parole Commission operations are consistent with its mission" and stated that "regionalizing the Commission's parole determinations function would distribute this workload across the state", but would result in increased overall state costs. OPPAGA found that the Commission is successful in identifying low risk offenders for release.

# Commission Programs

## Victims' Services

The Victims' Services section provides direct, personal service to crime victims and their families. Staff strive to reduce victimization through education within an environment of compassion, dignity and respect. The section is proactive in educating victims and informing them of their rights. Central Office staff, in coordination with Field Services' staff, attempt to locate all victims to inform them of their right to be present, informed and heard in the clemency or Commission processes. Victims are located using many resources such as death certificates and obituaries to identify survivors, and Florida driver's license information, the Internet, and the dFacts search engine.

*The Victims' Services section provided 26,626 assists to victims in FY 2012-13.*

Victims are also informed of their right to be notified by the Department of Corrections (Department) of an inmate's movement within the prison system or an escape.

Victim input is important at every stage of the clemency and parole process and is crucial to informed decision-making. Their participation can impact decisions regarding clemency and conditional medical release or aggravating factors when setting a presumptive parole release date (PPRD). Restitution, special conditions of supervision, and treatment programs for the offender are also impacted. If a victim chooses not to participate in this process, the person may still request to be notified and informed of upcoming clemency and parole proceedings and the Commission's or Clemency Board's actions concerning those proceedings. Victims make the decision as to what extent they wish to participate in the process.

The "Victims of Crime Act" was enacted in 1984 to provide federal funding to assist state, local, and private nonprofit agencies to provide direct services to crime victims. Staff offers assistance to victims and their families by: responding to their emotional and physical needs; providing the necessary support to help stabilize their lives after victimization; and providing knowledge of the criminal justice system and its operations. This section is proactive in seeking ways to broaden the services that are available to victims.

## Parole

The Commission administers parole, a discretionary prison release, which allows an inmate who has been granted parole to serve the remainder of his prison sentence outside of the confines of the institution. Once released, the parolee is subject to strict conditions of supervision set by the Commission. The Commission monitors their progress through supervision reviews and conducts revocation hearings when alleged violations are reported. If the parolee is found to have willfully and substantially violated the conditions of his supervision, the Commission may return the parolee to prison.

Parole-eligible inmates are those who committed:

1. A first degree murder, a felony murder, or the crime of making, possessing, throwing, projecting, placing, or discharging a destructive device (or the attempt of) prior to May 25, 1994;
2. All other capital felonies prior to October 1, 1995;
3. A continuing criminal enterprise (violation of section 893.20, Florida Statutes) prior to June 17, 1993;
4. A murder of a law enforcement officer (and other specified officers) prior to January 1, 1990;
5. A murder of a justice or judge prior to October 1, 1990;
6. Any felony prior to October 1, 1983, or those who elected to be sentenced "outside the guidelines" for felonies committed prior to July 1, 1984;
7. Any habitual offender sentence prior to October 1, 1988.

The following capital felonies require a minimum of 25 years to be served before becoming parole eligible: sexual battery upon a child less than 12 years old; trafficking in cocaine; trafficking in illegal drugs; and the killing of another by distribution of cocaine or opium or derivatives.

There are approximately 5,107 inmates who are eligible for parole consideration. On July 1, 2013, there were 444 parolees on supervision. In FY 2012-13, 22 inmates were granted parole.

## Conditional Medical Release

In 1992, the Florida Legislature created the Conditional Medical Release program (section 947.149, Florida Statutes) which is a discretionary release allowing the Commission to release inmates on supervision who are "terminally ill" or "permanently incapacitated" and who are not a danger to others. The Department is charged with the responsibility of recommending to the Commission cases to be considered for conditional medical release. Upon release, the offender is subject to conditions of supervi-



sion set by the Commission. The Commission monitors the offenders' progress through periodic medical reviews. The supervision can be revoked and the offender returned to prison if the Commission determines that a willful and substantial violation of supervision has occurred or if their medical or physical condition improves. In FY 2012-13, the Commission granted 12 of the 21 inmates recommended by the Department for conditional medical release.

### Conditional Release

In 1988, the Florida Legislature created the Conditional Release Program (section 947.1405, Florida Statutes) and placed it under the administration of the Commission. The program is a non-discretionary release program and requires mandatory post-prison supervision for inmates who are sentenced for certain violent crimes and who have served a prior felony commitment at a state or federal correctional institution, or who are sentenced as a habitual offender, violent habitual offender, or sexual predator.

Inmates who are subject to conditional release and have completed the incarceration portion of their sentence are placed under supervision for the remainder of their sentence. These offenders are subject to strict conditions of supervision set by the Commission. The Commission monitors their progress through supervision reviews, conducts revocation hearings when violations occur, and takes swift and certain response, up to and including the return to prison when willful and substantial violations occur. On July 1, 2013, there were 3,170 inmates on conditional release supervision, and in FY 2012-13 the Commission set terms and conditions for 5,374 offenders.

### Addiction Recovery

The Florida Legislature created the Addiction Recovery Supervision Program (section 944.7431, Florida Statutes) in 2001 and placed it under the Commission's administration. This program requires mandatory post-prison supervision for offenders released from a state correctional facility who are convicted of a non-violent crime committed on or after July 1, 2001, and have a history of substance abuse or addiction or have participated in any drug treatment, and have not been convicted of a disqualifying offense. Upon release, the offender is subject to strict conditions of supervision set by the Commission. The Commission monitors the offenders' progress through supervision reviews and conducts revocation hearings when violations occur. If the Commission finds the offender willfully and substantially violated the terms and conditions of supervision, the Commission may return the offender to prison. As of July

1, 2013, there were 295 offenders on addiction recovery supervision and in FY 2012-13 the Commission set terms and conditions for 1,145 offenders.

### Control Release

The Florida Legislature created the Control Release Authority (section 947.146, Florida Statutes) in 1989 with the members of the Parole Commission acting as the release authority. When active, control release is utilized as a prison population management tool to maintain between 99% and 100% of total capacity. Currently, the Commission is not reviewing the inmate population for discretionary release under this authority as there are sufficient prison beds to house the current prison population. Today, a small number of control releasees remain under supervision. The Commission monitors their progress through supervision reviews and conducts revocation hearings when violations occur.

### Clemency

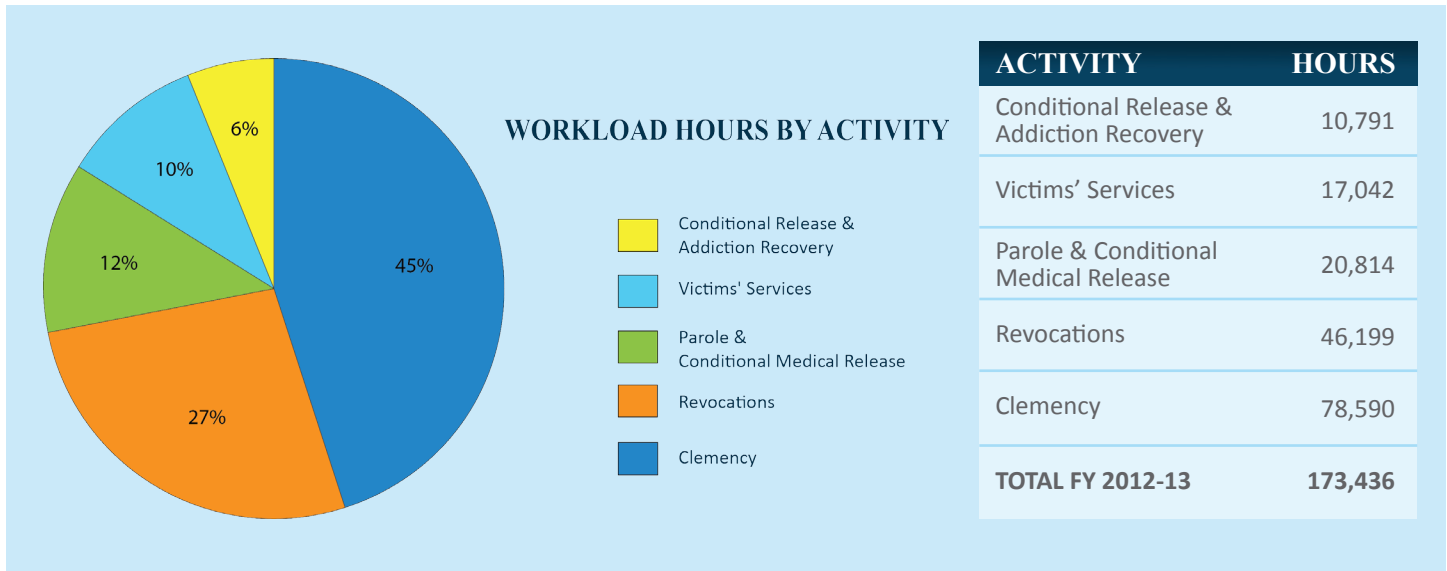
The Governor and members of the Cabinet sit as the Board of Executive Clemency; the Commission operates as the administrative and investigative arm of the Board. Clemency is a constitutionally authorized process and the forms of clemency include: a full pardon; pardon without firearm authority; pardon for misdemeanor; commutation of sentence; remission of fines and forfeitures; specific authority to own, possess, or use firearms; restoration of civil rights (RCR) in Florida; restoration of alien status under Florida law; and capital case (death penalty) reviews.

*When a person is convicted of a felony, they lose the right to vote, sit on a jury, hold public office, and possess a firearm in Florida.*

When a person is convicted of a felony, they lose the right to vote, sit on a jury, hold public office, and possess a firearm in Florida. The clemency process administered by the Commission provides the means through which an offender may have some or all of their rights restored.

Individuals seeking any form of clemency must start the process by submitting an application and the required court documents to the Office of Executive Clemency (OEC). Detailed Information is available on the clemency web page (<https://fpc.state.fl.us/Clemency.htm>) including application forms and instructional sheets.

# Year in Summary Statistics



## Addiction Recovery

- 1,145 inmates were placed on addiction recovery supervision.
- 295 inmates were under addiction recovery supervision on July 1, 2013.
- 95% of offenders placed on addiction recovery successfully completed supervision.

## Conditional Release

- 5,374 inmates were placed on conditional release supervision.
- 3,170 inmates were under conditional release supervision on July 1, 2013.
- 80% of offenders placed on conditional release successfully completed supervision.

## Offender Revocations

- 1,599 revocation determinations were made.
- 99% of revocation determinations were completed within 90 days of final hearing.
- 2,054 warrants were issued.

## Clemency Services

- 6,626 clemency applications were received.
- 21,641 clemency applications were pending on July 1, 2013.
- 15,099 clemency cases were completed.

## Parole Determinations

- 1,782 parole release decisions were made.
- 5,107 inmates were eligible for parole release as of July 1, 2013.
- 444 inmates were under parole supervision on July 1, 2013.
- 22 inmates were paroled.

*In FY 2012-13, the Commission took action on 26,318 inmate and ex-offender cases in the clemency and post-conviction processes.*

## Victims' Services

- 26,626 assists to victims were provided by the Commission.

## Conditional Medical Release

- 21 inmates were referred for conditional medical release.
- 12 inmates were placed on conditional medical release.
- 93% of offenders placed on conditional medical release successfully completed supervision.

## Financial Disclosure

Budget Category	FPC Appropriated Budget	Actual Expenditures as of June 30, 2013	Balance as of June 30, 2013
Salaries	\$ 6,437,206	\$ 6,337,937	\$ 99,269
OPS	\$ 523,514	\$ 523,514	\$ -
Expense	\$ 847,328	\$ 847,328	\$ -
OCO	\$ 34,278	\$ 34,278	\$ -
Risk/Insurance	\$ 67,893	\$ 67,893	\$ -
Lease/Purchase Equipment	\$ 21,000	\$ 21,000	\$ -
Human Resource	\$ 46,082	\$ 46,082	\$ -
Data Processing	\$ 194,450	\$ 194,450	\$ -
<b>Total</b>	<b>\$ 8,171,751</b>	<b>\$ 8,072,482</b>	<b>\$ 99,269</b>

## Performance Measures

**42**

Parolees successfully completed their supervision without revocation within the first two years.

**1,599**

Number of revocation determinations.

**15,099**

Number of clemency cases completed.

**1,810**

Number of parole and conditional medical release decisions.\*

**26,626**

Number of victim assists.

**7,810**

Number of conditional release/addiction recovery cases handled.\*

**93%**

Of parolees have successfully completed their supervision without revocation within the first two years.

**99%**

Of cases placed before the Parole Commission/Clemency Board contained no factual errors.

**99%**

Of revocation cases were completed within 90 days of final hearing.

**98%**

Of RCR *With a Hearing* cases provided to the Clemency Board contained no factual errors.

**100%**

Of RCR *Without a Hearing* cases provided to the Clemency Board contained no factual errors.

\*Number includes re-docketed cases.

# Division of Operations

*The Division of Operations is the largest unit of the Commission, with 81 positions throughout the state. It is comprised of four sections: Revocations; Victims' Services; Office of the Commission Clerk; and Field Services. Twelve field offices are divided into five regional areas across the state with each region staffed by an Administrator who directs the day-to-day activities of the professional and support staff assigned to the offices located within the region.*

*Operations is responsible for multiple, diverse functions relating to the administration of post-prison supervisory release programs. These supervised release programs include parole, conditional release, conditional medical release, addiction recovery, and control release supervision. The Division, through its Field Services' staff, conducts administrative hearings for violations of supervision, as well as clemency investigations for the Board of Executive Clemency.*

## Operations Accomplishments: FY 2012-13

In addition to the required tasks, Commission team members consistently partner with criminal justice agencies, academic institutions and community outreach organizations throughout the state to educate the public about the Commission and its various functions. During FY 2012-13, Commission staff participated in many events including:

### Central Office:

Chair Tena Pate and Victims' Services Coordinator Daphne Asbell provided training on the Parole Commission at the Attorney General's Advocacy after the Conviction training in Port Orange, Florida in January. They also presented at the Attorney General's Florida Crime Prevention Institute training on February 7, 2013 in Naples and April 11, 2013 in Havana, Florida.

The Commission was represented at Attorney General Pam Bondi's 28th National Conference of Preventing Crime in the Black Community, in Orlando in May. The Commission was a co-sponsor of the conference, where Chair Pate presented at the Opening Plenary session. Chair Pate, Daphne Asbell and Steve Hebert also presented the workshop, "The Role of the Florida Parole Commission for Ensuring Public Safety and Providing Victim Assistance through the Post Prison Release Process."

In October 2012 and again in April 2013, Commission staff in Central Office participated in Florida State University's College of Criminology and Criminal Justice Internship Fair. The event provided an opportunity to promote the Commission and the diverse career opportunities in the field of criminal justice.

Parole Commission and Department of Corrections' (Department) leadership continue to work together on the Transition from Prison to Community Initiative (TPCI) focus group. The purpose of the focus group is to organize and conduct events to seek input or disseminate information about transition and reentry efforts and develop strategies for community and agency education.

### Region I:

Region I staff participated in a re-entry seminar at the Quincy Annex in January by educating a large group of inmates on various Commission issues they will encounter post-release.

### Region II:

Region II staff attended and participated in a job fair hosted by Jacksonville Mayor Alvin Brown and Representative Corrine Brown on June 10, 2013 at the Prime Osborne Convention Center in Jacksonville. Staff worked with the Representative Mia Jones' office to provide information on restoration of civil rights to the community.

### Region III:

Region III staff hosted a Commission resource booth at the 28th National Conference of Preventing Crime in the Black Community.

Staff represented the Commission at State Representative Bruce Antone's Civil Rights Restoration Resource Workshop in Orlando on June 29, 2013.

Staff participated in the Brevard County Public Safety Coordinating Council meeting in Viera, Florida in October.

### Region IV:

In June, Region IV staff participated in the Keiser University Legal Studies Expo.

### Region V:

Region V staff represented the Commission at Senator Arthenia Joyner and Representative Betty Reed's Rights Restoration Resource Fair in August at the Lee Davis Service Center in Tampa.

Staff represented the Commission at the Pinellas Ex-Offender Re-Entry Coalition Annual Showcase of Services for ex-offenders in October.

Also in October, staff represented the Commission at Springfield College in Tampa. Students were educated on the duties and functions of the Commission, including the clemency process.

## Office of the Commission Clerk

The Office of the Commission Clerk receives thousands of cases each year which staff prepare and process for the Commission's review and action. They include conditional release interviews, parole interviews, parole release plan investigations, addiction recovery interviews, conditional medical release recommendations, supervision reviews, requests for modifications of the conditions of supervision, and special requests from the Department.

### Office of Commission Clerk Accomplishments: FY 2012-13

In an effort to achieve a "paperless" docket, the Commission Management System (CMS) was created and implemented in January 2013 for the full and panel portions of the docket.

In February 2013, the Commission changed its policy on setting initial interview dates for cases in which a mandatory minimum sentence must be served: "Inmates sentenced to serve a mandatory minimum sentence of 15 years or more shall be scheduled for an initial interview within six months prior to the expiration of the mandatory portion of the term." The new policy was effective July 1, 2013 and affected approximately 1,600 inmates.

The number of cases docketed in FY 2012-13 included:\*

- Parole - 1,782
- Conditional Medical - 28
- Conditional Release - 6,600
- Addiction Recovery Supervision - 1,210
- Control Release - 0

*\* Individual cases may be docketed multiple times throughout the year, therefore docketed case totals may be higher than actual case totals.*

## Revocations

Revocations reviews all violation reports, prepares arrest warrants, updates the National Crime Information Center/Florida Crime Information Center (NCIC/FCIC) databases, responds to requests from law enforcement agencies, coordinates the extradition of violators, and performs functions relating to the docketing and processing of cases for Commission action involving review of supervision and violations of supervision.

### Revocations Accomplishments: FY 2012-13

- Warrants Issued - 2,054
- Warrants Dismissed - 456
- Cases Reviewed and Prepared for Docket - 1,599\*

*\*Includes parole, conditional release, addiction recovery release, conditional medical release and control release cases.*

Revocation specialists attended revocation hearings conducted by parole examiners at county jails and visited transitional housing programs, which are instrumental in re-entry.

Staff attended The Heartworm Assistance Rehabilitation Training (HART) program at Wakulla Correctional Institute between the Department and the Tallahassee-Leon Community Animal Shelter.

### Victims' Services Accomplishments: FY 2012-13

Victims' Services received approval for continuation of a federal grant under the Victims of Crime Act to provide funds for a full-time staff position responsible for assisting victims of offenders who are seeking clemency.

To celebrate Victim's Rights Week in April, Gretchen Casey, Director of Victims' Services for the Eighth Judicial Circuit spoke regarding her movie "Somewhere Beyond" based on her personal story as a victim.

Staff attended a two-day training session on Human Trafficking/Modern Day Slavery in conjunction with the Florida Crime Prevention Training Institute in Havana, Florida in April.

## Field Services

Field Services is responsible for performing a variety of functions, including acting as hearing officers when conducting administrative hearings.

Regarding the parole release process, Field Services' parole examiners conduct inmate interviews at the correctional facilities, perform investigations, and make recommendations regarding the establishment of a presumptive parole release date (PPRD) for parole eligible inmates. Their duties also include: making recommendations regarding changes to an inmate's PPRD and whether to release on parole; conducting investigations for parole release plans; and locating victims or relatives of victims. Additional duties are clemency-related and include conducting full investigations for the Board of Executive Clemency.

### Field Services' Statewide Activity Totals: FY 2012-13

- Parole Interviews - 1,312
- Revocation Interviews - 2,748
- Revocation Hearings - 710
- Total Interviews and Hearings - 4,770

## Division of Administration

*The Division of Administration serves as a liaison with the Governor's Office of Planning and Budgeting, the Office of Program Policy and Government Accountability, the Auditor General, the Florida Legislature, the Department of Financial Services, the Department of Management Services, and the Department of Corrections' Information Technology section. The Division provides administrative support to the Commission's Central Office and 12 field offices. Administration includes Human Resources, Finance and Accounting, Purchasing, Safety, Grants, Contracts, Inventory, Emergency Management and General Services. This Division has fiscal responsibility for the agency including preparation of the agency's Legislative Budget Request, management of the Commission's operating budget, the Long Range Program Plan, and purchasing of all commodities and services for the agency. In addition, the Division is responsible for preparing all data, statistics, and financial information. The Division of Administration is committed to providing exceptional customer service to both internal and external customers.*

### Administration Accomplishments: FY 2012-13

The Division of Administration achieved full utilization in all five key functions of the State of Florida's Statewide Enterprise Efficiency Initiatives Procurement Transformation Project, an initiative for all state agencies to fully utilize the MyFloridaMarketPlace (MFMP) online portal. The Commission was the only state agency to successfully complete this task.

Florida Department of Financial Services, Division of Risk Management (Division) conducted an agency audit of the Commission's safety and loss prevention program (section 284.50, Florida Statutes), and the State Loss Prevention Standards. The audit consisted of 29 standards. The Division found only one standard to improve; to implement a policy to conduct an internal audit of the Commission's safety and loss prevention program. Since the establishment of this statute requiring audits of state agencies safety and loss prevention programs, the Commission is the only agency to have only one finding. The Commission achieved 28 of the 29 standards.

- The Department of Financial Services reported 99-100% prompt payment requirement compliance by the Commission which processed 1,288 invoices.
- The Auditor General Audit 2013-033 reported no findings for Payroll or General Expenditure Processes.
- The Commission was recognized as the first state agency to submit agency-wide (Cascade) performance measures for performance evaluations.
- Department of Management Services (DMS) reported that the Commission had no positions within People First that had invalid EEO-4 codes, established by the Division of Human Resource Management.
- The Commission had no errors out of the 1,513 errors reported by DMS on the People First Balance correction report.
- The Commission ranked sixth out of all state agencies for employees receiving their W-2 electronically.
- A total of 16 procedure directives were revised or created.
- On July 1, 2013, Human Resources finalized the project of scanning inactive personnel files into electronic form.

## Office of General Counsel

*The Office of the General Counsel is charged with successfully prevailing on litigation filed against the Commission; providing quality legal advice and representation in a prompt manner; and engaging in proactive legal counseling to prevent unnecessary litigation in the future.*

### General Counsel Accomplishments: FY 2012-13

- The Office of the General Counsel was actively involved in litigation during FY 2012-13 in both state and federal court, opening 199 new cases.
- This office filed 466 court pleadings, motions, responses, briefs, memoranda, and legal correspondence as a result of releaseses, parolees, and clemency applicants challenging the Commission's decisions.
- Further, the attorneys provided 504 legal opinions, advice and support to the Commissioners, Central Office and the five regional offices.

## Office of Legislative Affairs

*The Office of Legislative Affairs is charged with directing and overseeing the Commission's legislative program as the agency's chief legislative advocate. This office routinely interacts with all members and staff of the Florida Legislature; the Office of Program Policy and Accountability (OPPAGA) and the appropriate Joint Legislative Committees; the Governor's Office of Policy and Budget (OPB); the Governor's Office of Legislative Affairs; and the Legislative Affairs Directors (LADs) of all state agencies, particularly those in the areas of law enforcement and criminal justice.*

### Legislative Affairs Accomplishments: FY 2012-13

The following is a summary of the three key Commission issues that were impacted by the 2013 Regular Legislative Session:

- Commissioner Bernard R. Cohen, Sr. was appointed by the Governor and Cabinet on January 18, 2012. In 2012, the Senate failed to take action on Commissioner Cohen's pending confirmation, requiring him to be reappointed. Commissioner Cohen was reappointed by the Governor and Cabinet at the March 20, 2012 Cabinet meeting. Commissioner Cohen was confirmed with unanimous approval from the Florida Senate on April 29, 2013. He will serve the remainder of the six-year term which extends until June 30, 2014.
- Commissioner Melinda N. Coonrod was appointed by the Governor and Cabinet on June 26, 2012. On April 29, 2013, Commissioner Coonrod was unanimously confirmed by the Florida Senate. She will serve a six-year term which extends until June 30, 2018.

- The Commission had two priority bills for the 2013 Session: SB 742/HB 685 Relating to Parole Eligible Inmates and SB 540/HB 829 Relating to Mandatory Supervision for Violent Offenders.

HB 685 expands the list of crimes eligible for subsequent interview dates to be set within seven years to include the act, or attempt, of kidnapping and the crimes of robbery, burglary of dwelling, burglary of a structure or conveyance, or breaking and entering, or an attempt thereof of any of these crimes, in which a human being is present and a sexual act is completed or attempted. The sexual act or attempt thereof does not apply to the kidnapping offenses. HB 685 passed the House unanimously on April 17, 2013 and was sent to the Senate. The Senate took up HB 685 on its third reading on April 30, 2013 and passed the bill 34-1. The bill was signed by Governor Scott on June 5, 2013 and became law on July 1, 2013.

## Office of Communications

*The Office of Communications is charged with overseeing the agency's communications and public information program, with the Director acting as the agency's chief spokesperson. This office responds to daily inquiries from local, state, and national media organizations, as well as responding to public information and public records requests. This office routinely interacts with the Governor's Office of Open Government for public records requests, the Governor's Office of External Affairs and Citizen Services for Governor's correspondence sent for Commission response, the Governor's Communications Office, and other state agency Communications' Directors and Public Information Officers.*

### Communications Accomplishments: FY 2012-13

- Developed a Facebook page to update the public on Commission activities and functions including restoration of civil rights events, hearing dates, and Commission news.
- Created informational one-pagers on topics including the parole process, Commissioner biographies, media tips for victim interaction, frequently asked questions and Commission history.

- Created the Clemency Timeline, which provides an in-depth look of the clemency rule changes throughout recent governors' administrations.
- Hosted the inaugural National Crime Victims' Rights Week tree planting ceremony. Attendees from state criminal justice agencies attended and spoke about the importance of protecting crime victims' rights and including them in all aspects of the criminal justice process. The Commission paid tribute to crime victims and their families by planting a tree in their honor.

# Office of Executive Clemency

*The Office of Executive Clemency (OEC) reports directly to the Governor and Cabinet who sit as the Clemency Board in the performance of their duties and responsibilities. This office is co-located with the Commission for ease of operation and coordination of functions. OEC was created in 1975 to process applications for executive clemency requiring approval of the Governor and requisite members of the Cabinet. The Coordinator is appointed by the Governor and Cabinet and is responsible for coordinating all clemency meetings, referring applications for investigation and serves as the official custodian of all clemency records.*

In addition to processing requests for Restoration of Civil Rights (RCR), applications for restoration of alien status under Florida law, full pardons, pardon without firearm authority, pardon for misdemeanors, remission of fines, requests for review regarding commutations of sentence and specific authority to own, possess or use firearms, the office also provides verification and certification of RCR and all other forms of clemency requested by law enforcement agencies, state attorneys, public defenders, licensing agencies, and supervisors of elections. During the reporting period, staff prepared 5,245 "Gold Seal" letters, which verified the status of clemency requests for those agencies who made inquires.

OEC prepares and distributes the agenda for the Board meetings, as well as the orders and certificates granting clemency, and is responsible for notifying the applicants and their attorneys regarding meeting dates and the status of their cases. Information and applications for clemency are distributed on a daily basis. Office staff responds to questions and assists applicants in completing the requests for RCR, as well as responding to correspondence and phone calls referred from the Governor, Cabinet offices and other government agencies.

The Coordinator works with the clemency aides to the Governor and Cabinet on the interpretation of Rules and stays abreast of new state and federal legislation that may have a direct or indirect impact on the clemency process in Florida. The Coordinator also responds to research inquiries regarding clemency and provides information to persons conducting federal and state surveys on clemency procedures in Florida.

## RCR Recidivism Report

Rule 18 directs the Office of Executive Clemency, the Commission, and the Department of Corrections (Department) to provide annually, a report on the status of individuals, whose rights were restored for the previous two calendar years, including recidivism statistics and evaluative data.

This report was provided to the Board by the Commission on July 1, 2013, and is an overview of the processing and granting of RCR cases for calendar years 2011 and 2012, along with data indicating the number of these individuals who have re-offended with a new felony conviction. To access this report, visit: <https://fpc.state.fl.us/RP.htm>.

## Office Of Executive Clemency Accomplishments: FY 2012-13

During FY 2012-13, the OEC coordinated quarterly clemency meetings; September and December 2012, and March and June 2013. Much of the work is prepared prior to and after meetings regarding contacting applicants of their placement on the agenda and informing them of the results after the meeting. OEC and Clemency Investigations work jointly to ensure productive meetings.

The toll free 1-800 clemency information phone listing received 20,818 calls in FY 2012-13.

Since its inception on October 6, 2008 and through June 25, 2013, the clemency RCR search web page had the following results:

- Visitors to site - 1,173,150
- Certificate searches - 894,055
- RCR certificates found - 95,013
- RCR certificates viewed and possibly printed - 61,054
- Certificates available online on June 25, 2013 - 375,191

*On January 12, 2010, more than 30,000 clemency applications (84% were RCR applications) awaited basic initial eligibility review; 6,000 additional applications awaited data base entry.*

*On August 9, 2013, with optimal staff utilization and additional funding, the OEC completed the task of processing all pending RCR clemency applications.*

*Resultantly, applicants are now advised of their eligibility within days of receipt. If eligible, the application is forwarded to the Office of Clemency Investigations. If ineligible, applicants receive guidance on their options.*



# Office of Clemency Investigations

*The Office of Clemency Investigations is charged with investigating, reviewing, evaluating, and reporting to the Clemency Board in all types of clemency cases, including, but not limited to, the restoration of civil rights, restoration of alien status under Florida law, full pardons, firearm authority, commutations of sentence, remission of fines, and capital punishment cases. Clemency Investigations provides training, resource materials and support to Field Services' staff in all clemency matters.*

## General Clemency Investigations

Clemency Investigations, with the assistance of Field Services' staff, provides daily investigative and research support to the Board. Field Services' staff conducts confidential investigations on all cases that are presented to the Board and this office conducts quality assurance reviews on each of these cases.

### Office of Clemency Investigations Accomplishments: FY 2012-13

The Office of Clemency Investigations reduced the number of pending clemency cases from 28,024 on June 30, 2012 to 21,641 on July 1, 2013.

The type of clemency investigation primarily depends on the severity and nature of the offense and the form of clemency relief being sought. The Rules of Executive Clemency (Rules) provide detailed information regarding the list of offenses that determine the processing category. The depth and scope of each investigation vary by type and each has a different waiting period after completion of sentence.

Restoration of Civil Rights (RCR) investigations are classified as follows: *Without a Hearing* and *With a Hearing*. *Without a Hearing* investigations are those where offenders, depending on the offense of conviction, are eligible for consideration only after five years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions, if no crimes have been committed and if the applicant has not been arrested for a misdemeanor or felony for the five years prior to the date the application is being reviewed. *With a Hearing* investigations are those where offenders with more serious offenses are eligible for consideration only after seven years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions.

All *With a Hearing* investigations, including non-RCR, provide a broad picture of the applicant's history and activities, which assist the Board in making informed decisions. They include, but are not limited to: criminal convictions; history of adjustment to incarceration or supervision; criminal record, traffic record; payment of fines, court costs, public defender fees and victim restitution; history of domestic

violence; alcohol/substance abuse history; voter registration information; community reputation; as well as judicial, State Attorney and victim input. This office conducts quality assurance reviews on each of these investigations and obtains the Commission's advisory recommendation for submission to the Board. Clemency applicants are mailed a copy of their investigative report prior to each scheduled Board meeting. In cases granted conditional clemency, the Director of Clemency Investigations researches and obtains residential treatment programs suitable for the offender, monitors compliance with the conditions set forth by the Board, and provides quarterly progress reports to the Board.

## Capital Punishment Case Investigations

In capital punishment cases, by Rule, the Governor may require the Commission to conduct an in-depth investigation. Clemency Investigations is responsible for coordinating the clemency interview of the death row inmate conducted by the Commission. The Capital Punishment Research Specialist researches the case history, including offense(s) of conviction, complete criminal record, institutional record, social and psychological information, co-defendant information, and court information relating to trial and appeals.

They also coordinate with Field Services' staff to conduct an investigation on the inmate and conduct interviews, if possible, with the trial attorneys who prosecuted and defended the inmate, the presiding judge and the inmate's family. In addition, the Research Specialist works with the Attorney General's Office to allow victims of record to provide any comments to be included with the final report to the Board. Clemency Investigations compiles this information together with the Commissioner's findings and conclusions and provides it to the Board to assist in the consideration of a commutation of sentence to life.

# Contact Information

## General Information

Florida Parole Commission  
4070 Esplanade Way  
Tallahassee, FL 32399-2450

For general inquiries about the Commission's activities  
e-mail [publicaffairs@fpc.state.fl.us](mailto:publicaffairs@fpc.state.fl.us)  
or call (850) 922-0000.

## Clemency

For information regarding applications for restoration of civil rights and alien status, full pardons, remission of fines, requests for review, commutations of sentence and specific authority to own, possess or use firearms, please visit the clemency web page <https://fpc.state.fl.us/Clemency.htm> or call toll-free (800) 435-8286 or (850) 488-2952.

## Victims' Services

For notification of inmate hearings and releases contact Victims' Services at (850) 487-3259, toll-free (855) 850-8196 or [victimquestions@fpc.state.fl.us](mailto:victimquestions@fpc.state.fl.us).

## Inmate Supporters

If you are unable to attend or choose not to attend a hearing, you may submit a written statement expressing your support of an inmate, which will be reviewed and considered by the voting Commissioners. Please submit your statement to [inmatessupporter@fpc.state.fl.us](mailto:inmatessupporter@fpc.state.fl.us).

## Revocations

If you should have any inquiries relating to a recent revocation issue, please contact Revocations at (850) 488-0611 or [revocations@fpc.state.fl.us](mailto:revocations@fpc.state.fl.us).

## Press Inquiries

All press inquiries regarding the Florida Parole Commission should be directed to the Communications office at (850) 921-2816 or [publicaffairs@fpc.state.fl.us](mailto:publicaffairs@fpc.state.fl.us).

## Commissioners

Tena M. Pate .....	(850) 487-1980
Chair	FAX (850) 414-2627
Bernard R. Cohen, Sr. ....	(850) 488-0476
Vice Chair	FAX (850) 414-6902
Melinda N. Coonrod .....	(850) 487-1978
Secretary	FAX (850) 487-1220

## Division of Administration

Gina Giacomo .....	(850) 488-3415
Director	FAX (850) 487-1430
Bonnie Davidson .....	(850) 488-3417
Human Resources Administrator	FAX (850) 414-1915
Karen Huff .....	(850) 921-2815
Accounting and Budgeting Administrator	FAX (850) 488-6357

## Office of Clemency Investigations

Stephen Hebert .....	(850) 487-1175
Director	FAX (850) 414-6903

## Office of Communications

Molly Koon Kellogg .....	(850) 921-2816
Director	FAX (850) 921-2827

## Office of Executive Clemency

Julia McCall .....	(850) 488-2952
Coordinator	FAX (850) 488-0695

## Office of General Counsel

Sarah Rumph .....	(850) 488-4460
General Counsel	FAX (850) 414-0470

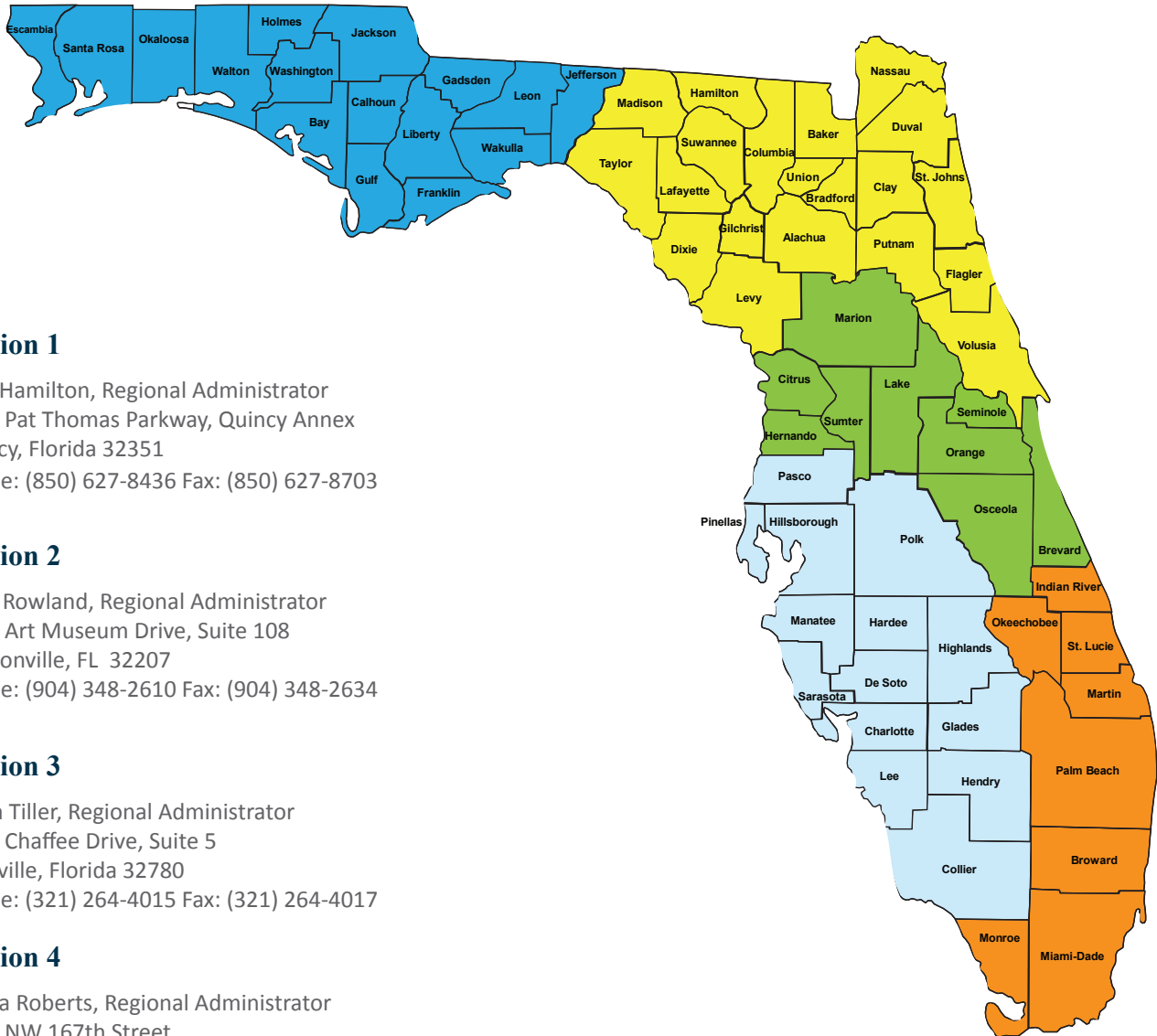
## Office of Legislative Affairs

Kevin Reilly .....	(850) 921-2816
Director	FAX (850) 921-2827

## Division of Operations

Shana Lasseter .....	(850) 922-6137
Director	FAX (850) 922-6510
Kim Dickey .....	(850) 488-0611
Revocations Supervisor	FAX (850) 488-7199
Daphne Asbell .....	(850) 487-3259
Victims' Services Supervisor	FAX (850) 921-8712
Kristin Lambert .....	(850) 488-1293
Office of the Commission Clerk	FAX (850) 414-6031
Supervisor	

# Field Services Directory



## ▶ Region 1

Tom Hamilton, Regional Administrator  
2225 Pat Thomas Parkway, Quincy Annex  
Quincy, Florida 32351  
Phone: (850) 627-8436 Fax: (850) 627-8703

## ▶ Region 2

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Jacksonville, FL 32207  
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## ▶ Region 3

Kevin Tiller, Regional Administrator  
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Titusville, Florida 32780  
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## ▶ Region 4

Sheila Roberts, Regional Administrator  
3601 NW 167th Street  
Miami, Florida 33056  
Phone: (305) 620-3737 Fax: (305) 628-6815

## ▶ Region 5

Helen Williams-Lester, Regional Administrator  
1313 North Tampa Street, Suite 310  
Tampa, Florida 33602  
Phone: (813) 233-2530 Fax: (813) 233-2553

## *Field Services*

Field Services' staff are responsible for carrying out the Commission's duties at a regional level including conducting administrative hearings for violations of supervision; performing clemency investigations for the Board of Executive Clemency; conducting inmate interviews at the correctional facility and making appropriate recommendations; conducting investigations for parole release plans; and locating victims or the relatives of victims.



## FLORIDA PAROLE COMMISSION

4070 Esplanade Way  
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<https://fpc.state.fl.us>