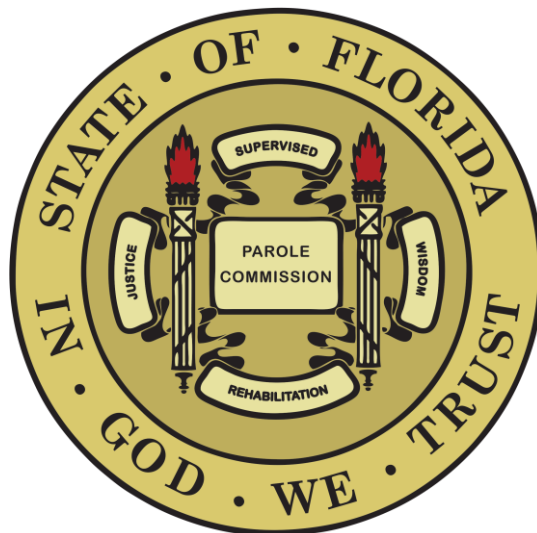


# FLORIDA PAROLE COMMISSION

*A Governor and Cabinet Agency Created in 1941*



## **Long Range Program Plan** Prepared for the **Office of Policy and Budget**

**Fiscal Year 2014-15  
through  
Fiscal Year 2018-19**

**Tena M. Pate, Chair  
September 30, 2013**

# Florida Parole Commission

**Tena M. Pate, Chair**

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

**Melinda N. Coonrod, Secretary**

---

Kevin Reilly, Director, Legislative Affairs  
Gina Giacomo, Director, Administration  
Karen Huff, Administrator, Budget & Accounting

4070 Esplanade Way  
Tallahassee, Florida 32399-2450

---

## The Florida Cabinet The Florida Board of Executive Clemency



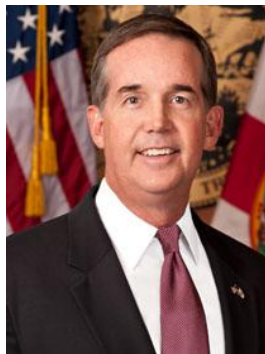
**Rick Scott**

*Governor*



**Pam Bondi**

*Attorney General*



**Jeff Atwater**

*Chief Financial  
Officer*



**Adam Putnam**

*Commissioner  
Agriculture & Consumer  
Services*

# **AGENCY MISSION AND GOALS**

## **MISSION STATEMENT**

### **To Ensure Public Safety and Provide Victim Assistance Through the Post Prison Release Process**

## **GOALS**

The Florida Parole Commission (hereinafter referred to as “Commission”) has five goals designed to provide for public safety and increased efficiency, while striving to meet the Commission’s approved performance measures and standards. The Commission’s goals are:

1. To select individuals appropriate for parole;
2. To ensure informed decision-making (Commission and Board of Executive Clemency, hereinafter referred to as “Board”);
3. To guarantee timely decisions;
4. To ensure informed decision-making (Board, Restoration of Civil Rights, hereinafter referred to as “RCR”, *Without a Hearing* cases); and
5. To ensure informed decision-making (Board, RCR *With a Hearing* cases).

## **OBJECTIVES OF THE FLORIDA PAROLE COMMISSION**

**GOAL 1.** To select individuals appropriate for parole.

**OBJECTIVE 1A:** To identify individuals who will succeed as law-abiding citizens.

**GOAL 2.** To ensure informed decision-making (Commission and Board).

**OBJECTIVE 2A:** To provide complete and accurate information to the Commission on Parole, Conditional Medical, Conditional, Addiction Recovery, and Control Release decisions to the Board on non-RCR<sup>1</sup> cases.

**GOAL 3.** To guarantee timely decisions.

**OBJECTIVE 3A:** To complete the revocation process within specific timeframes.

**GOAL 4.** To ensure informed decision-making (Board, RCR *Without a Hearing* cases).

**OBJECTIVE 4A:** To ensure that eligibility determinations and investigatory information provided to the Board for RCR *Without a Hearing* cases contain no factual errors.

**GOAL 5.** To ensure informed decision-making (Board, RCR *With a Hearing* cases).

**OBJECTIVE 5A:** To ensure that eligibility determinations and investigatory information provided to the Board for RCR *With a Hearing* cases contain no factual errors.

---

<sup>1</sup> Non-RCR: 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; requests for review; and capital case (death penalty) reviews.

## SERVICE OUTCOMES and PERFORMANCE PROJECTION TABLES

### GOAL ONE

**GOAL 1:** To select individuals appropriate for parole.

**OBJECTIVE 1A:** To identify individuals who will succeed as law-abiding citizens.

**OUTCOME:** Percent of parolees who have successfully completed their supervision without revocation within the first two years.

Baseline Year 1999/2000	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
90%	85%	85%	85%	85%	85%

The Commission exceeded its projected goal of 85% in FY 2012-13. There were 45 inmates paroled during the reporting period, with 42 or 93% successfully completing their supervision without revocation within the first two years of release.

### GOAL TWO

**GOAL 2:** To ensure informed decision-making.

**OBJECTIVE 2A:** To provide complete and accurate information to the Commission on Parole, Conditional Medical, Conditional release, Addiction Recovery, and Control Release decisions to the Board on non-RCR cases.

**OUTCOME:** Percent of all cases placed before the Parole Commission and Clemency Board containing no factual errors.

Baseline Year 1999/2000	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
83%	98%	98%	98%	98%	98%

The Commission exceeded its projected goal of 98% by placing 99% of its cases before the Commission and the Board with no factual errors in FY 2012-13.

### GOAL THREE

**GOAL 3:** To guarantee timely decisions.

**OBJECTIVE 3A:** To complete the revocation process within specific timeframes.

**OUTCOME:** Percent of revocation cases completed within 90 days of final hearing.

Baseline Year 1999/2000	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
95%	99%	99%	99%	99%	99%

The Commission exceeded its projected goal of 99% in FY 2012-13 by completing 1,257 revocation cases within 90 days after the final hearing, resulting in a 99.8% success rate.

### GOAL FOUR

**GOAL 4** To ensure informed decision-making.

**OBJECTIVE 4A:** To ensure that eligibility determinations and investigatory information provided to the Board for RCR *Without a Hearing* cases contain no factual errors.

**OUTCOME:** Percent of RCR *Without a Hearing* cases provided to the Clemency Board containing no factual errors.

Baseline Year 2011-12	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
100%	99%	99%	99%	99%	99%

The Commission exceeded its projected goal of 99% by placing 100% of the RCR *Without a Hearing* cases before the Board with no factual errors in FY 2012-13.

## GOAL FIVE

**GOAL 5:** To ensure informed decision-making.

**OBJECTIVE 5A:** To ensure that eligibility determinations and investigatory information provided to the Board for RCR *With a Hearing* cases contain no factual errors.

**OUTCOME:** Percent of Restoration of Civil Rights *With a Hearing* cases provided to the Clemency Board containing no factual errors.

Baseline Year 2011-12	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
99%	99%	99%	99%	99%	99%

The Commission placed 98% of the RCR *With a Hearing* cases before the Board with no factual errors in FY 2012-13, not achieving the projected goal of 99%.

### Linkage to Governor's Priorities

The Commission's Long Range Program Plan (LRPP) aims to commit the agency's existing resources to ensuring public safety and providing victims' services for the citizens of this State in an effective and efficient manner. The Commission's highest priority is to ensure public safety. The Commission's goals all link to the Governor's third priority, Maintaining Affordable Cost of Living in Florida "Accountability Budgeting," and goals one, four and five link to "Reduce Government Spending." The Commission achieves this by selecting individuals for parole release who demonstrate rehabilitation and who have used their time in prison to become educated and learn skills so they are able to provide for themselves and their families post release. Accurate clemency investigations and reports are accomplished through staff training and quality assurance measures, maximizing the Commission's resources, and ensuring fiscal responsibility. RCR encourages individuals to become more responsible citizens within the community.

#### Governor's Priorities

##### Accountability Budgeting

**GOAL 1.** To select individuals appropriate for parole.

**GOAL 2.** To ensure informed decision-making (Commission and Board).

**GOAL 3.** To guarantee timely decisions.

**GOAL 4.** To ensure informed decision-making (RCR *Without a Hearing* cases).

**GOAL 5.** To ensure informed decision-making (RCR *With a Hearing* cases).

Reduce Government Spending

**GOAL 1.** To select individuals appropriate for parole.

**GOAL 4.** To ensure informed decision-making (RCR *Without a Hearing* cases).

**GOAL 5.** To ensure informed decision-making (RCR *With a Hearing* cases).

Regulatory Reform

Focus on Job Growth and Retention

World Class Education

Reduce Taxes

Phase Out Florida's Corporate Income Tax

## TRENDS AND CONDITIONS STATEMENT

The purpose of the *Post-Incarceration Enforcement and Victims' Rights Program* is:

- to provide victims and victims' families an opportunity to participate in the decision-making process of the Commission and Board;
- to set conditions of supervision for releasees to provide maximum assurance of public safety;
- to ensure swift and certain responses when offenders violate conditions of their supervision; and
- to provide accurate information to the Commission and Board.

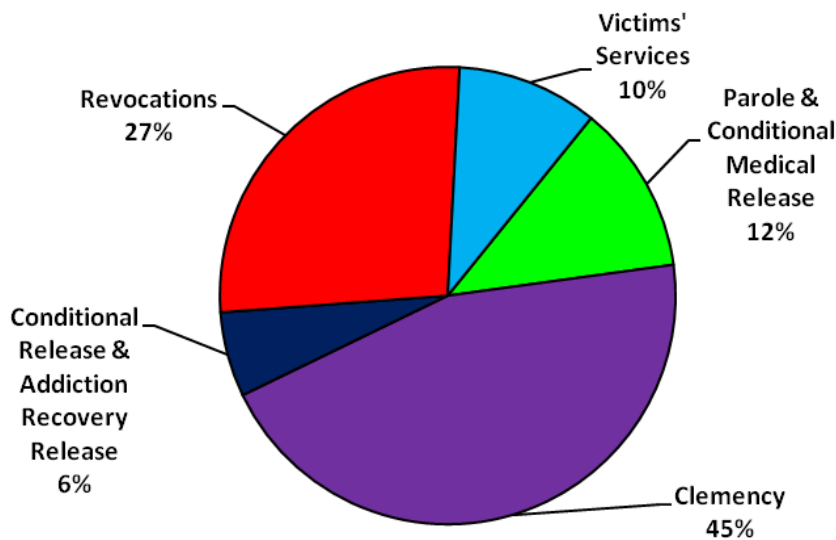
The Commission's LRPP for FY 2014-15 through FY 2018-19 is a five-year plan based on established and proposed goals and objectives. In the development of the LRPP, the Commission reviewed and evaluated the services and activities funded in the current year to determine their effectiveness and efficiency. The Commission as it exists today has a multitude of duties. Originally created in 1941, the Commission is a constitutionally authorized decision-making body created by law. Article IV, Section 8 of the Florida Constitution, provides that there may be created by law "a parole and probation commission" with the power to supervise persons on probation and grant paroles or conditional releases to persons under sentences for crime (section 20.32, Florida Statutes). Since that time, the Legislature has added the administration of conditional release, conditional medical release, control release, and addiction recovery supervision to the Commission's primary duties and responsibilities.

These diverse functions provide the means for fulfilling the Commission's public safety duties: to protect the public by administering parole, conditional release, conditional medical, control release and addiction recovery supervision. In accordance with statutes and case law, maintaining control over this criminal population is contingent upon the attentive and timely performance of a host of reviews, investigations and hearings. Many of the services provided are aimed at controlling offenders during the post-incarceration phase of their sentences and to facilitate their successful transition back into society. However, if the releasee fails to abide by the terms and conditions of their supervision, the Commission takes swift and certain action appropriate to the violation by means of the revocation process.



The Commission also acts as the investigative arm of the Governor and Cabinet, sitting as the Board of Executive Clemency, and provides administrative support in all clemency matters, including the RCR process. 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 in Florida; restoration of alien status under Florida law; and capital case (death penalty) reviews.

## Workload Hours by Activity



### ***Victims' Services***

Victim assistance is a major tenet of the Commission's mission and considered vitally important when serving the public. Article I, Section 16(b) of Florida's Constitution, and sections 947.06 and 960.001, Florida Statutes, address the need to protect the rights of victims of crime and the need for victims' input in the criminal justice process. Victims' Services provides direct, personal assistance to crime victims and their families and assures their opportunity to participate in the parole, conditional medical, conditional release, addiction recovery, and clemency processes.

Victims' Services staff strive to reduce victimization through education and by providing and fostering an environment of compassion, dignity, and respect. They use this platform to: inform victims of their right to be heard and participate in the parole, conditional medical, conditional release, addiction recovery, and clemency processes; educate victims about the parole, conditional medical, conditional release, addiction recovery, and clemency processes; provide advance notice to victims of upcoming parole, conditional medical and clemency proceedings; personally greet victims; provide a separate waiting area; and accompany them during the hearing. A toll-free telephone number is also available for support or information before, during, and after the hearing process.

On June 30, 2013, there were 21,641 clemency cases pending, with most requiring victim input. Further, there are approximately 5,107 inmates currently parole eligible whose cases require victim input.

Victim input plays a critical role in assisting the Commission and Board to make informed decisions. Great effort must be spent trying to locate victims, many of whom have relocated, changed their names through marriage, or have been out of contact with the criminal justice system for many years. Employing trained, professional staff to assist victims of crimes ensures that a victim's rights are protected and they are not subjected to further victimization as a result of a parole, conditional medical, conditional release, addiction recovery revocation or clemency hearing.

In FY 2011-12, the Legislature and the Office of Policy and Budget (OPB) within the Governor's Office approved a fifth budget activity, Victims' Services. At the present time, Victims' Services comprise 10% of the Commission's workload. This fifth activity links to all 11 of the Commission's approved performance measures. Central and field office staff provided 26,626 victim assists during FY 2012-13.

During the 2010 Florida Legislative Session, SB 200, a victim-friendly bill was passed and became law on July 1, 2010 (Chapter No. 2010-95). The new law amended sections 947.16, 947.174, and 947.1745, Florida Statutes, giving the Commission authority to increase the interval between parole consideration re-interviews from within five years to within seven years for parole-eligible offenders who were convicted of murder, attempted murder, sexual battery, or attempted sexual battery, or who are serving a 25-year minimum mandatory sentence under section 775.082, Florida Statutes.

During the 2013 Legislative Session, HB 685, a victim-friendly bill was passed and became law on July 1, 2013. The new law amended sections 947.16, 947.174, and 947.1745, Florida Statutes, giving the Commission authority to increase the interval between parole consideration re-interviews from within two years to within seven years for parole-eligible offenders who were convicted of specified crimes. The Commission's mission and philosophy are to provide for public safety with goals which seek to ensure that Florida's citizens are safe, and to do so in an effective and efficient manner. Lengthening the time between subsequent interview dates for those inmates who pose the greatest risk to the public and who are not expected to receive parole in the near future, ensures public safety and reduces further victimization and trauma to crime victims and their families.

## ***Parole***

The Commission administers parole (Chapters 947, 948, and 949, Florida Statutes), a discretionary prison release, which allows an inmate who has been granted parole to serve the remainder of their 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 the parolee's progress through supervision reviews and conducts revocation hearings when alleged violations are reported. If a parolee is found to have willfully and substantially violated the terms and conditions of their supervision, the Commission may return the parolee to prison.

Eligible for parole - all inmates 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 s. 893.20, F.S.) 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 felony offender sentence prior to October 1, 1988

Some inmates will not be eligible for consideration until the year 2020 or beyond. Currently, there are 5,107 inmates who are eligible for parole and 444 persons on parole supervision. In FY 2012-13 the Commission made 1,782 parole decisions and granted parole to 24 inmates.

The Commission exceeded its projected goal of 85% for the reporting period by 8%, with 42 of 45 paroled inmates successfully completing their supervision without revocation within the first two years of release.

The Commission will be requesting to revise the outcome performance measure "Percent of parolees who have successfully completed their supervision without revocation within the first two years" to "within the first three years" and output performance measure "Number of parolees who have successfully completed their supervision without revocation within the first two years" to "within the first three years". This will align the Commission with how other criminal justice agencies measure recidivism. There were 38 inmates paroled during FY 2009-2010, with 34 or 90% successfully completing their supervision without revocation within the first three years.

### ***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. This 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, violent career criminal or designated sexual predator.

Inmates who are subject to conditional release and have completed their incarceration are supervised 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 and conducts revocation hearings when alleged violations are reported. If a conditional releasee is found to have willfully and substantially violated the conditions of supervision, the Commission may return the releasee to prison. 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.

Currently the Conditional Release statute only places a portion of violent offenders under supervision upon release from prison. Senator Dean (SB 540) and Representative Passidomo (HB 829) introduced legislation for consideration during the 2013 session to place all violent offenders under mandatory supervision after completion of their prison sentence. The House bill passed one committee before stalling in the Justice Appropriations Subcommittee. The Senate bill passed through two committees before stalling in the Appropriations Subcommittee on Criminal and Civil Justice.

The Commission is proposing legislation for consideration in the 2014 session to place additional violent offenders on mandatory supervision after completion of their prison sentence. The result will increase public safety, reduce the number of victims, decrease the costs of crime, and enhance the offender's chances for a successful reentry into the community.

In FY 2012-13, 18,761 offenders were released from prison after completion of their sentence without supervision. Of those, 3,007 were violent offenders. These violent offenders do not meet the current requirements for mandatory supervision under section 947.1405, Florida Statutes.

Violent offenses include capital murder, second degree murder, manslaughter, capital sexual battery, life sexual battery, first degree sexual battery, second degree sexual battery, robbery with a weapon, home invasion robbery, aggravated assault, aggravated stalking, and kidnapping.

Violent offenders under supervision reoffend at a lower rate than those released without supervision. Data shows that 25% of inmates released without supervision reoffend versus only 19.5% for violent offenders under conditional release supervision. This 5.5% difference is significant and shows that supervision is effective in reducing crime and the number of victims in our communities. It is imperative that violent offenders are under mandatory supervision when released from prison to ensure public safety.

When an offender is released from prison without supervision they receive little or no assistance. An offender placed under supervision receives guidance and is required to

complete programs specific to their needs, which increases the rate of successful reentry back into the community. In FY 2012-13, 80% of offenders placed on supervision pursuant to section 947.1405, Florida Statutes, successfully completed their supervision. While under the proposed mandatory supervision, these violent offenders will be required to pay victim restitution, court costs, and costs of supervision. These violent offenders will be held accountable for their actions and will be subject to strict conditions of supervision set by the Commission. This supervision can be revoked and the violent offender returned to prison if the Commission determines that a willful and substantial violation of supervision has occurred.

The proposal will only affect violent offenders who commit a crime on or after the July 1, 2014, effective date. Increasing the number of violent offenders on supervision will result in an increase in costs to the state. The legislation is prospective and will take several years before the full financial impact is realized. The Commission and the Department of Corrections (Department) are projecting a fiscal impact of \$3,431 in FY 2014-15, \$405,457 in FY 2015-16, and \$1,446,534 in FY 2016-17.

A portion of the fiscal impact will be offset through a reduction in costs to the community through the court system, local law enforcement, and local jails, which will reduce societal costs incurred when a crime is committed. In addition, offenders are required to pay victim restitution, court costs, and costs of supervision. In FY 2011-12, approximately \$600,000 was paid by violent offenders on supervision.

The following are examples of violent offenders released **without** supervision pursuant to the current statute:

<p><i>Released to Lake County</i></p> <p>The inmate was incarcerated for <b>Robbery with a Weapon</b> and was released on August 23, 2009 without supervision. In November 2009, he committed <b>Sexual Battery on a minor, a 12-year-old female</b>. Upon the mother returning from work, her son told her that the offender raped his sister. The mother took her daughter to the hospital for medical treatment. Hospital staff stated the victim was violated in multiple areas. The offender was returned to prison on June 24, 2010 with a 45-year sentence.</p>
<p><i>Released to Miami-Dade County</i></p> <p>The inmate was incarcerated for <b>2nd Degree Murder</b> and was released on September 1, 2009 without supervision. He subsequently committed <b>Robbery with a Gun</b> and was returned to prison on June 2, 2010 with a seven-year sentence.</p>
<p><i>Released to Brevard County</i></p> <p>The inmate was incarcerated for <b>Aggravated Assault with Weapon</b> and was released on June 14, 2010 without supervision. On April 4, 2011 and June 5, 2011 he committed <b>Burglary, Grand Theft, Possession of a Firearm, and Grand Theft Firearm</b>. He was returned to prison on August 3, 2012 with a 10-year sentence.</p>
<p><i>Released to Duval County</i></p> <p>The inmate was incarcerated for <b>Robbery with a Weapon</b> and was released on October 21, 2009 without supervision. In April 2010, he committed <b>Battery and Aggravated Assault</b> on a 16 and 12-year-old by holding a gun to their heads. While in custody, he committed battery on another inmate, breaking the inmate's jaw. He was returned to prison on January 13, 2011 with a five-year sentence.</p>

<p><i>Released to Duval County</i></p> <p>The inmate was incarcerated for <b>Aggravated Assault with a Weapon</b> and was released on September 17, 2009 without supervision. In October 2009, over a period of days, he committed <b>Armed Robbery with a Deadly Weapon</b> by entering five homes, robbing the victims at gun point (five convictions). He was returned to prison on September 7, 2010 with a life sentence.</p>
<p><i>Released to Duval County</i></p> <p>The inmate was incarcerated for <b>Robbery</b> and was released on September 3, 2009 without supervision. In January 2010, he committed <b>Battery</b> by placing a machete to a woman's neck and punching her in the face. He was returned to prison on March 16, 2010 with a two-year sentence.</p>
<p><i>Released to Levy County</i></p> <p>The inmate was incarcerated for <b>Aggravated Assault</b> and was released on February 14, 2010 without supervision. In November 2010, he <b>Resisted an Officer with Violence</b>. The offender came into the victim's home and demanded money while threatening to kill the victim. During the arrest the offender narrowly missed kicking the officer in the face and kicked his left leg. He was returned to prison on November 4, 2010 with a five-year sentence.</p>
<p><i>Released to Duval County</i></p> <p>The inmate was incarcerated for <b>Lewd/Lascivious Behavior</b> and was released on October 10, 2009 without supervision. In July 2010, he committed <b>Grand Theft, Exploitation of the Elderly and Forgery</b>. He was returned to prison on December 15, 2009 with a one-year, five month sentence.</p>
<p><i>Released to Palm Beach County</i></p> <p>The inmate was incarcerated for <b>Robbery</b> and was released on September 27, 2009 without supervision. In April 2010, he committed <b>Attempted Burglary</b> by cutting the patio screen to gain entry in the home. He was returned to prison on March 14, 2011 with a two-year, six month sentence.</p>
<p><i>Released to Alachua County</i></p> <p>The inmate was incarcerated for <b>Robbery with a Weapon</b> and was released on October 30, 2009 without supervision. In July 2010, he was arrested for <b>Possession of Cannabis</b>. The Crime Suppression Unit obtained a warrant to search his home and found 81.2 grams of cannabis in small baggies. On July 27, 2010, he was arrested for <b>Sale of Cannabis</b> within 1000 feet of a childcare facility. He was returned to prison on March 24, 2011 with a two-year, six month sentence.</p>

These cases are illustrative of those offenders that the Commission is targeting with this proposal.

### ***Conditional Medical Release***

In 1992, the Florida Legislature created the Conditional Medical Release Program (section 947.149, Florida Statutes), 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 themselves or 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 supervision set by the Commission. The Commission monitors the offender’s progress through periodic medical reviews and conducts revocation hearings when alleged violations are reported. This supervision can be revoked and

the offender returned to prison if the Commission determines that a willful and substantial violation has occurred. The Commission may return the offender to custody if their medical or physical condition improves. In FY 2012-13, 93% of offenders placed on conditional medical release successfully completed supervision. The Department has recommended 85 inmates for release in the past three years. The Commission granted release to 44, or 52%, of those recommended by the Department. In FY 2012-13, the Commission granted 12 of the 21 inmates recommended by the Department for conditional medical release, or 57%.

### ***Addiction Recovery Supervision***

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 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. In FY 2012-13, 95% of offenders placed on addiction recovery supervision successfully completed supervision. The Commission monitors the offender's progress and conducts revocation hearings when alleged violations are reported. If the Commission finds the offender willfully and substantially violated the terms and conditions of supervision, the Commission may return the offender to prison. During FY 2012-13, 1,145 offenders were placed in the program. As of June 30, 2013, there were 295 offenders on addiction recovery supervision.

### ***Control Release***

The Florida Legislature created the Control Release Authority (section 947.146, Florida Statutes) in 1989 with the members of the Commission acting as the release authority. When active, control release is utilized as a prison population management tool to keep it at less than 99% of the 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 alleged violations are reported. This supervision can be revoked and the offender returned to prison if the Commission finds a willful and substantial violation has occurred.

### ***Revocations***

Revocation is essential to the Commission's mission to ensure public safety. Revocations comprise 27% of the Commission's workload. The violation process begins when law enforcement or the Department notifies the Commission that an offender under supervision has allegedly violated one or more conditions of their supervision. The Revocations section is

responsible for reviewing these reported violations and preparing a warrant for a Commissioner's signature, updating the National Crime Information Center/Florida Crime Information Center databases, responding to requests from law enforcement agencies, and coordinating the extradition of violators. In FY 2012-13, there were 2,054 warrants issued by the Commission.

Revocation hearings are quasi-judicial fact-finding hearings conducted by a parole examiner. They are held for offenders who are under parole, conditional medical release, conditional release, addiction recovery supervision, or control release supervision. These hearings include parole preliminary hearings, final revocation hearings, bond hearings, and interstate probable cause hearings. Revocation hearings include testimony from witnesses and are usually held at the county jail. In FY 2012-13, 99.8% of revocation hearings were completed within 90 days of the final hearing.

The Revocations section conducts an in-depth analysis of hearing and waiver packages prepared by parole examiners and docketed the cases for final Commission action. Docketing and processing of cases for Commission action include review of supervision and violations of supervision. In FY 2012-13, 1,599 revocation events were docketed.

The Commission will be requesting to revise the standard of the output performance measure "Number of revocation determinations" to be changed from 2,000 to 1,400. Over the past five years the number of revocation determinations has decreased, resulting in a 20% difference from the standard for FY 2012-13. Fewer revocations results in a reduction of offenders returning back to prison, which is a positive result for the citizens of Florida.

## ***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 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. The clemency process administered by the Commission provides the means through which an offender may have some or all of their rights restored. The clemency process also provides a means by which the Board may consider an offender for relief from punishment. Persons seeking or being considered today for clemency relief are either incarcerated, released from a correctional facility, or have completed their term of supervision. An individual may apply for commutation of sentence through a request for review as set forth in the Rules of Executive Clemency.



The type of clemency investigation conducted by the Commission primarily depends on the severity and nature of the offense and the form of clemency relief being sought. The Commission's website provides detailed information regarding the list of offenses that determine the processing category. The depth and scope of each investigation vary by type and each type has a different waiting period after completion of sentence.

The Commission assists the Board in the orderly processing of matters placed before the Board for consideration and action. The Commission conducts comprehensive, confidential investigations for applicants utilizing records and databases of state and federal courts, and multiple criminal justice agencies. The referral, assignment, and approval of all cases processed by the Commission are generated and managed by the clemency database. These detailed investigations provide a broad picture of the applicant's history and activities, which assist the Board in making informed decisions.

Individuals seeking any form of clemency must submit an application and required court documents to the Office of Executive Clemency. Information is also available on the clemency public website <https://fpc.state.fl.us/Clemency.htm> including application forms and instructions. Individuals may also check to see whether their rights have been granted. If granted, a copy of the certificate may be printed. A certificate granting the restoration of a person's civil rights is mailed to the individual. If found ineligible, a letter is sent explaining how the person may proceed. As of June 25, 2013, there have been 894,055 RCR website searches, 95,013 RCR certificates located, 61,054 RCR certificates printed, and 375,191 RCR certificates available. The Commission provides the Board's action to the Florida Department of State on a daily basis so that it may use the information for verification purposes with the Central Voter Registration Database.

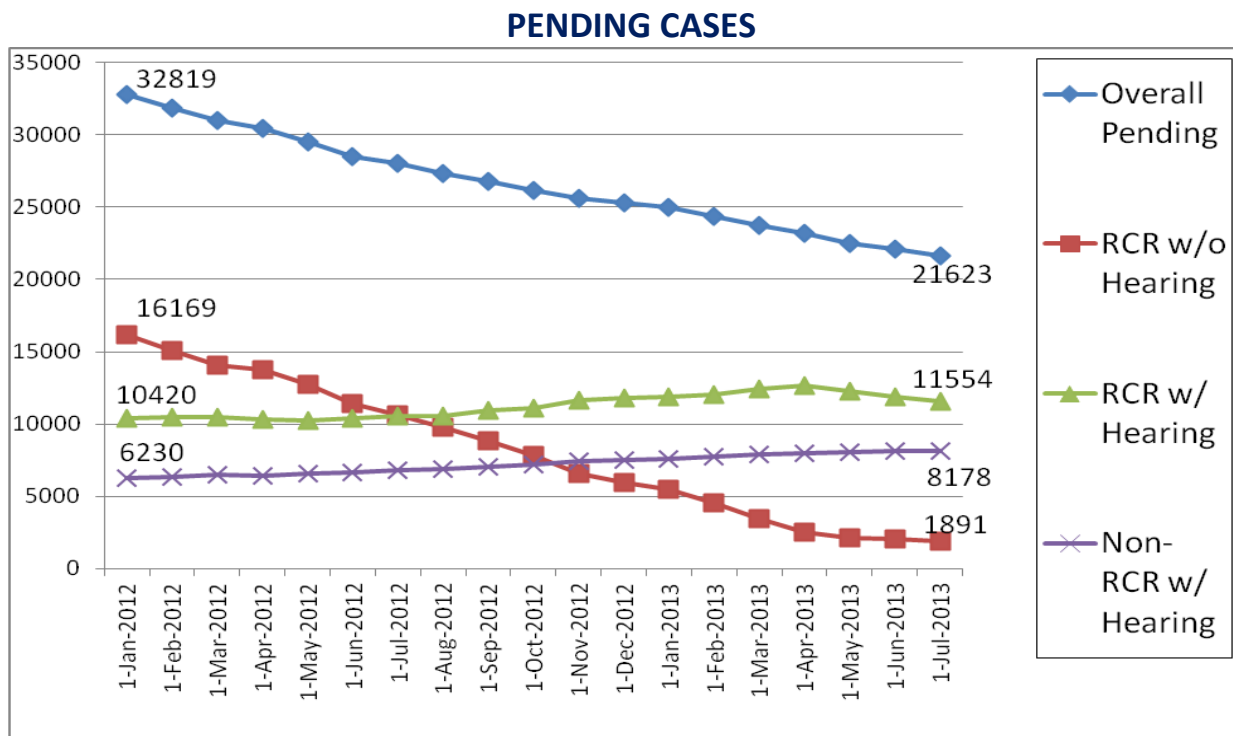
RCR cases are classified as follows: *Without a Hearing* (Rule 9.A.) and *With a Hearing* (Rule 10.A.). *Without a Hearing* investigations are those where offenders are eligible for consideration only after five years have passed since the date of completion of all sentences and conditions of supervision 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 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.

The Commission receives approximately 6,626 new clemency cases annually. In addition to the 13,252 new cases to be received during FY 2013-14 and FY 2014-15, there were 21,641 pending clemency cases on July 1, 2013. On average, a RCR *Without a Hearing* case takes 5.1 hours to complete. A RCR *With a Hearing* case, as well as pardons, firearms, commutations of sentence, and requests for review take an average of 13.8 hours to complete. A capital punishment case takes an average of 500 hours to complete. Of the 21,641 pending clemency cases on July 1, 2013, 19,732 cases will take an average of 13.8 hours to complete.

Currently, there are 41 FTEs, in whole or part, and 20 full or part-time OPS staff that complete clemency cases. The current FTE and OPS staff will complete 8,335 clemency cases in FY 2013-14 and 7,140 clemency cases in FY 2014-15. The Commission projects that by July 1, 2014, RCR *Without a Hearing* cases will not have a backlog.

On July 1, 2015 there will be an estimated 19,418 clemency cases pending. The 19,418 clemency cases will take 279,129 hours to complete which would require 150 FTEs.

The Commission will be requesting eleven additional positions for FY 2014-15 to address the clemency workload by completing cases and ensuring that accurate eligibility determinations are made in a timely manner. Annually the eleven additional FTEs will complete approximately 1,477 clemency cases, taking an average of 13.8 hours to complete.



The Commission established a toll-free number in FY 2007-08 which provided assistance to persons seeking information on all forms of clemency, including RCR. The phone line and two full-time bilingual operators were funded from a nonrecurring \$50,000 appropriation for clemency outreach activities. In addition, the outreach activities included distributing posters throughout the state with the clemency toll-free number.

Staff who answer the toll-free phone line are the Commission’s front line of customer service for clemency. Phone operators are required to have in-depth knowledge of the Rules of Executive Clemency and be able to thoroughly explain the clemency processes. The Commission places a great deal of focus on providing high quality customer service to all callers.

The clemency staff received 150,428 calls the last three fiscal years, of which 20,818 were received in FY 2012-13. These totals do not include calls that were received on clemency direct phone lines which are listed on many publications and websites. Prior to the establishment of the toll free line, clemency staff took turns responding to calls which presented continual interruptions in processing cases.

The Commission will be requesting \$46,500 for two OPS phone operators so that the vital services of the clemency toll-free phone line is maintained, thus ensuring high quality customer service to all callers seeking information about clemency.

### **GOAL ONE**

The Commission's first goal is to select individuals for parole who will succeed as law-abiding citizens. The Commission conducts a thorough review of an inmate's record when determining whether to release an inmate on parole.

The Commission reviews the circumstances and seriousness of the offense, as well as the inmate's prior criminal record, previous education, employment history, risk assessment evaluations, disciplinary record in prison, substance abuse history, and any other information that would impact a release decision. Commission parole examiners interview the inmate at the prison, review the complete institutional record and the inmate's release plan, and provide the Commission with an investigative report. Mental health records are provided by the Department upon request.

The Commission must make a finding that there is a reasonable probability that the inmate will be law-abiding, will not become a public charge, and that their release will be compatible with their own welfare and the welfare of society when considering an offender for parole. The Commission sets the terms and conditions of supervision for those released on parole. The conditions are intended to protect the public and to facilitate the parolee's successful reintegration into society. The inmate must agree to the term and conditions of supervision in order to be paroled. If the parolee willfully and substantially violates the conditions of supervision, the Commission may revoke supervision and return the offender to prison.

The Commission also furthers this goal through the analysis of parole revocations data to identify common factors among this population of offenders that may have contributed to their inability to successfully transition into the community. This information aids the Commission in making future parole decisions and in assisting correctional probation officers in supervising parolees.

The Commission exceeded its projected goal of 85%. There were 45 inmates paroled during the reporting period, of which 42 or 93% successfully completed their supervision without revocation within the first two years of release.

## **GOAL TWO**

The Commission's second goal is to ensure informed decisions are made by placing cases before the Commission and Board that have no factual errors. The objective of this goal is to ensure that the Commission and Board have the most complete and accurate information upon which to base their decisions. "Complete information" means that staff has obtained, or attempted to obtain, all relevant information necessary. "Accurate information" means that the information presented has been verified or there is a statement in the report or investigation as to the reason the information could not be verified. "Factual errors" are defined as an omission of information or reporting incorrect information. These errors do not include typographical errors. The types of cases reviewed for errors include non-RCR clemency investigations, cases considered for release, and revocation hearings. The Commissioners and the Board identify errors in the reports and investigations for the various types of cases reviewed. These errors are tabulated and expressed as a percentage of the total number of cases that are placed before the Commission and the Board. Targeting the error rate through performance measures allows the Commission to thoroughly evaluate errors and improve the release, revocation, and non-RCR clemency process.

This goal remains a high priority of the agency because the Commission and Board are ultimately decision-making bodies. The information provided to them by staff forms the basis of their decisions. Accordingly, their effectiveness as decision-makers is directly related to, or dependent in large part upon, the completeness and accuracy of the information provided.

The Commission addresses this priority by establishing clear policies and procedures, providing training, and completing Quality Assurance (QA) reviews. This ensures that staff produce a quality work product by having the Commission provide clear direction as to what is expected in the performance of their duties. Training provides detailed instruction on the correct procedures that must be followed when acting as a hearing officer in revocation proceedings or when acting as an investigator on a clemency case. The QA reviews are conducted by regional administrators, supervisors, and central office staff.

The percent of cases placed before the Commission and Board containing no factual errors for FY 2012-13 was 99%. The Commission exceeded its goal of 98%.

## **GOAL THREE**

The Commission's third goal is to guarantee timely decisions by ensuring that once the final revocation hearing has been held, the Commission will render its decision within 90 days. In FY 1999-2000, the baseline percentage of revocation cases voted within 90 days was 95%. In FY 2012-13, the percentage remains high at 99.8%.

The Commission achieved its goal and will strive to maintain this high level of performance.

## GOALS FOUR AND FIVE

The Commission's goals four and five focus on ensuring informed decisions are made by placing RCR cases before the Board containing no factual errors. RCR cases are categorized as RCR *Without a Hearing* and RCR *With a Hearing* investigations.

The objective of these goals is to ensure that the Board has the most complete and accurate information with which to base their decisions pertaining to RCR. "Complete information" means that staff has obtained or attempted to obtain all relevant information necessary for the Board to make an informed decision. "Accurate information" means that the information presented has been verified or there is a statement in the report or investigation as to the reason the information could not be verified. "Factual errors" are defined as an omission of information, reporting incorrect information, or incorrectly determining eligibility. These errors do not include typographical errors.

The Commission acknowledges the significance and importance of the RCR process and providing quality investigative reports. Utilizing performance measures allows the Commission to evaluate the error rate of RCR cases and to improve the process. Errors are identified in Executive Orders and investigations for the various types of RCR cases reviewed. These errors are tabulated and expressed as a percentage of the total number of RCR cases that are placed before the Board.

The Commission addresses this priority by establishing clear policies and procedures, providing training, completing QA reviews, and holding monthly RCR teleconferences. This ensures that staff produce a quality work product by providing clear direction as to what is expected in the performance of their duties. Training provides detailed instruction on the Rules and the correct procedures when conducting a clemency investigation. The QA reviews are conducted by regional administrators, supervisors, and central office staff. Monthly statewide clemency teleconferences address questions from the field staff, discuss policies and procedures, and allow Clemency Investigations' staff the opportunity to discuss any relevant issues.

The Commission exceeded its projected goal of 99% by placing 100% of the *Without a Hearing* cases before the Board with no factual errors in FY 2012-13. The Commission achieved 98% *With a Hearing* cases before the Board with no factual errors in FY 2012-13, but did not meet the goal of 99%.

# **FLORIDA PAROLE COMMISSION**

## **PERFORMANCE MEASURES AND STANDARDS**

### **EXHIBIT II**

## LRPP Exhibit II - Performance Measures and Standards

Department: Florida Parole Commission		Department No.: 78000000		
Program: Post-Incarceration Enforcement and Victims' Rights		Code: 78010000		
Service/Budget Entity:		Code:		
Approved Performance Measures for FY 2013-14	Approved Prior Year Standard FY 2012-13	Prior Year Actual FY 2012-13	Approved Standard for FY 2013-14	Requested Standard for FY 2014-15
Number of parolees who have successfully completed their supervision without revocation within the first two years	20	42	20	20
Percent of parolees who have successfully completed their supervision without revocation within the first two years	85%	93%	85%	85%
Percent of revocation cases completed within 90 days after final hearing	99%	99%	99%	99%
Percent of cases placed before the Parole Commission/Clemency Board containing no factual errors	98%	99%	98%	98%
Number of conditional release/addiction recovery cases handled	5,597	7,810	5,597	5,597
Number of revocation determinations	2,000	1,599	2,000	1,400
Number of clemency cases completed	12,000	15,099	12,000	12,000
Number of parole release decisions	1,374	1,810	1,374	1,374
Number of victim assists	15,000	26,626	15,000	15,000
Percent of RCR <i>With a Hearing</i> cases provided to the Clemency Board containing no factual errors	99%	98%	99%	99%
Percent of RCR <i>Without a Hearing</i> cases provided to the Clemency Board containing no factual errors	99%	100%	99%	99%

# **FLORIDA PAROLE COMMISSION**

## **ASSESSMENT OF PERFORMANCE FOR APPROVED PERFORMANCE MEASURES**

### **EXHIBIT III**



**LRPP Exhibit III (1): PERFORMANCE MEASURE ASSESSMENT**

**Department:** Florida Parole Commission

**Program:** Adult Prisons

**Service/Budget Entity:** Post Incarceration Enforcement and Victims' Rights

**Measure:** Number of revocation determinations.

**Action:**

- |   |  |
|---|--|
| <input type="checkbox"/> Performance Assessment of <u>Outcome</u> Measure           | <input type="checkbox"/> Revision of Measure |
| <input checked="" type="checkbox"/> Performance Assessment of <u>Output</u> Measure | <input type="checkbox"/> Deletion of Measure |
| <input type="checkbox"/> Adjustment of GAA Performance Standards                    |  |

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
2,000	1,599	(-401)	20%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Personnel Factors                                   | <input type="checkbox"/> Staff Capacity              |
| <input type="checkbox"/> Competing Priorities                                | <input type="checkbox"/> Level of Training           |
| <input type="checkbox"/> Previous Estimate Incorrect                         | <input checked="" type="checkbox"/> Other (Identify) |
| <input type="checkbox"/> This Program/Service Cannot Fix the Problem         |  |
| <input type="checkbox"/> Current Laws Are Working Against the Agency Mission |  |

**Explanation:** Reentry efforts have resulted in a decrease in the number of revocations.

**External Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Resources Unavailable                               | <input type="checkbox"/> Technological Problems      |
| <input type="checkbox"/> Legal/Legislative Change                            | <input type="checkbox"/> Natural Disaster            |
| <input type="checkbox"/> Target Population Change                            | <input checked="" type="checkbox"/> Other (Identify) |
| <input type="checkbox"/> This Program/Service Cannot Fix the Problem         |  |
| <input type="checkbox"/> Current Laws Are Working Against the Agency Mission |  |

**Explanation:** Reentry efforts have resulted in a decrease in the number of revocations.

**Management Efforts to Address Differences/Problems** (check all that apply):

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Training  | <input type="checkbox"/> Technology                  |
| <input type="checkbox"/> Personnel | <input checked="" type="checkbox"/> Other (Identify) |

**Recommendation:** Fewer revocations results in a reduction of offenders returning back to prison, which is a positive result for the citizens of Florida.

**LRPP Exhibit III (2): PERFORMANCE MEASURE ASSESSMENT**

**Department:** Florida Parole Commission

**Program:** Adult Prisons

**Service/Budget Entity:** Post Incarceration Enforcement and Victims' Rights

**Measure:** Percent of RCR *With a Hearing* cases provided to the Clemency Board containing no factual errors.

**Action:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Performance Assessment of <u>Outcome</u> Measure | <input type="checkbox"/> Revision of Measure |
| <input type="checkbox"/> Performance Assessment of <u>Output</u> Measure             | <input type="checkbox"/> Deletion of Measure |
| <input type="checkbox"/> Adjustment of GAA Performance Standards                     |  |

Approved Standard	Actual Performance Results	Difference (Over/Under)	Percentage Difference
99%	98%	(-1%)	1%

**Factors Accounting for the Difference:**

**Internal Factors** (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Personnel Factors                                   | <input type="checkbox"/> Staff Capacity              |
| <input type="checkbox"/> Competing Priorities                                | <input type="checkbox"/> Level of Training           |
| <input type="checkbox"/> Previous Estimate Incorrect                         | <input checked="" type="checkbox"/> Other (Identify) |
| <input type="checkbox"/> This Program/Service Cannot Fix the Problem         |  |
| <input type="checkbox"/> Current Laws Are Working Against the Agency Mission |  |

**Explanation:** In FY 2012-13 there were 214 RCR *With a Hearing* cases provided to the Clemency Board of which four had an error. None of the four errors resulted in incorrect eligibility determinations.

**External Factors** (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Resources Unavailable                               | <input type="checkbox"/> Technological Problems |
| <input type="checkbox"/> Legal/Legislative Change                            | <input type="checkbox"/> Natural Disaster       |
| <input type="checkbox"/> Target Population Change                            | <input type="checkbox"/> Other (Identify)       |
| <input type="checkbox"/> This Program/Service Cannot Fix the Problem         |   |
| <input type="checkbox"/> Current Laws Are Working Against the Agency Mission |   |

**Explanation:**

**Management Efforts to Address Differences/Problems** (check all that apply):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Training | <input type="checkbox"/> Technology       |
| <input type="checkbox"/> Personnel           | <input type="checkbox"/> Other (Identify) |

**Recommendation:** To ensure that staff produce a quality work product, provide clear direction as to performance expectations, provide training with detailed instruction on the Clemency Rules and the correct procedures when conducting a clemency investigation. Regional administrators, supervisors, and central office staff conduct quality assurance reviews and hold monthly clemency teleconferences.

# **FLORIDA PAROLE COMMISSION**

## **PERFORMANCE MEASURE VALIDITY AND RELIABILITY**

### **Exhibit IV**

## **LRPP EXHIBIT IV (1): Performance Measure Validity and Reliability**

**Department:** Florida Parole Commission

**Program:** Adult Prisons

**Service/Budget Entity:** Post Incarceration Enforcement and Victims' Rights

**Measure:** Percent of parolees who have successfully completed their supervision without revocation within the first two years.

**Action** (check one):

- Requesting revision to approved performance measure.**
- Change in data sources or measurement methodologies.**
- Requesting new measure.**
- Backup for performance measure.**

### **Data Sources and Methodology:**

Source is the Department of Correction's Offender-Based Information System (OBIS).

### **Validity:**

The Commission is requesting the outcome to be changed from "percent of parolees who have successfully completed their supervision without revocation within the first two years" to "within the first three years" This will align the Commission with how other criminal justice agencies measure recidivism. 90% of parolees have successfully completed their supervision without revocation within the first three years.

### **Reliability:**

Comes directly from the OBIS database.

## **LRPP EXHIBIT IV (2): Performance Measure Validity and Reliability**

**Department:** Florida Parole Commission

**Program:** Adult Prisons

**Service/Budget Entity:** Post Incarceration Enforcement and Victims' Rights

**Measure:** Number of parolees who have successfully completed their supervision without revocation within the first two years.

**Action (check one):**

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

**Data Sources and Methodology:**

Department of Correction's Offender Based Information System (OBIS).

**Validity:**

The Commission is requesting the output to be changed from "number of parolees who have successfully completed their supervision without revocation within the first two years" to "within the first three years". This will align the Commission with how other criminal justice agencies measure recidivism. There were 38 offenders paroled and 34 have successfully completed their supervision without revocation within the first three years.

**Reliability:**

Comes directly from the OBIS database.

## **LRPP EXHIBIT IV (3): Performance Measure Validity and Reliability**

**Department:** Florida Parole Commission

**Program:** Adult Prisons

**Service/Budget Entity:** Post Incarceration Enforcement and Victims' Rights

**Measure:** Number of Revocation Determinations

**Action** (check one):

- Requesting revision to approved performance measure.
- Change in data sources or measurement methodologies.
- Requesting new measure.
- Backup for performance measure.

### **Data Sources and Methodology:**

Department of Correction's Offender Based Information System (OBIS).

### **Validity:**

The Commission is requesting the output "Number of Revocation Determinations" to be changed from 2,000 to 1,400. Over the past five years the number of revocation determinations has decreased resulting in a 20% difference from the standard for FY 2012-13. Fewer revocations result in a reduction of offenders returning back to prison, which is a positive result for the citizens of Florida.

### **Reliability:**

Comes directly from the OBIS database.

# **FLORIDA PAROLE COMMISSION**

## **ASSOCIATED ACTIVITIES CONTRIBUTING TO PERFORMANCE MEASURES**

### **Exhibit V**

**LRPP Exhibit V: Identification of Associated Activities Contributing to Performance Measures**

Measure Number	Approved Performance Measures for FY 2012-2013		Associated Activities Title
1	Number of parolees who have successfully completed their supervision without revocation within the first two years		(2) Offender Revocations (4) Parole Determinations (5) Victims' Services
2	Percentage of parolees who have successfully completed their supervision without revocation within the first two years		(2) Offender Revocations (4) Parole Determinations (5) Victims' Services
3	Percentage of revocation cases completed within 90 days after final hearing		(2) Offender Revocations (5) Victims' Services
4	Percentage of cases placed before the Parole Commission/Clemency Board containing no factual errors		(1) Conditional Release (2) Offender Revocations (3) Clemency Services (4) Parole Determinations (5) Victims' Services
5	Number of conditional release/addiction recovery cases handled		(1) Conditional Release (5) Victims' Services
6	Number of revocation determinations		(2) Offender Revocations (5) Victims' Services
7	Number of clemency cases completed		(3) Clemency Services (5) Victims' Services
8	Number of parole release decisions		(4) Parole Determinations (5) Victims' Services
9	Number of victim assists		(1) Conditional Release (2) Offender Revocations (3) Clemency Services (4) Parole Determinations (5) Victims' Services
10	Percent of RCR <i>With a Hearing</i> cases provided to the Clemency Board containing no factual errors		(3) Clemency Services (5) Victims' Services
11	Percent of RCR <i>Without a Hearing</i> cases provided to the Clemency Board containing no factual errors		(3) Clemency Services (5) Victims' Services



PAROLE COMMISSION	FISCAL YEAR 2012-13			
	OPERATING			FIXED CAPITAL OUTLAY
SECTION I: BUDGET				
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			8,224,487	0
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)			-2,073	0
FINAL BUDGET FOR AGENCY			8,222,414	0
SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology				
CONDITIONAL RELEASE *Number of conditional and addiction recovery release cases handled	7,810	62.02	484,350	
OFFENDER REVOCATIONS *Number of revocation determinations	1,599	1,363.08	2,179,571	
CLEMENCY SERVICES *Number of clemency cases handled	15,099	240.59	3,632,617	
PAROLE DETERMINATIONS *Number of parole/conditional medical release decisions	1,810	535.19	968,698	
VICTIMS' SERVICES *Number of victim assists	26,626	31.89	849,210	
<b>TOTAL</b>			8,114,446	
SECTION III: RECONCILIATION TO BUDGET				
PASS THROUGHS				
TRANSFER - STATE AGENCIES				
AID TO LOCAL GOVERNMENTS				
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS				
OTHER				
REVERSIONS				
Total Budget for Agency (Total Activities + Pass Throughs + Reversions)				
<b>SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY</b>				

## ~GLOSSARY OF TERMS~

**Capital Case:** A case in which an inmate has been sentenced to death and the Governor's Office has requested Clemency Investigations to review, update, or conduct an interview of the inmate and prepare an in-depth investigation for consideration for a commutation of sentence to life.

**Clemency Pending Case:** A clemency case received by the Office of Executive Clemency and the Florida Parole Commission that is moving through some stage of the eligibility determination or investigation process and/or is awaiting final action by the Clemency Board.

**Clemency Investigation:** A background investigation conducted by a parole examiner to determine those persons requesting clemency who should be considered for any form of clemency by the Governor and Cabinet sitting as the Executive Clemency Board.

**Final Hearing:** A fact-finding *quasi-judicial* hearing by the Commission's authorized representatives for the purpose of determining whether a releasee has violated the conditions of release; and if so, recommend a disposition to the Commission.

**Parole Examiner:** An employee of the Commission responsible for conducting Parole, Clemency and Revocations investigations, holding revocation hearings, and preparing reports for Commission and Board review.

**Releasee:** An offender who has completed their prison term and has been released to a program of Control Release, Conditional Release, Parole, Conditional Medical Release, or Addiction Recovery Supervision.

**Restitution:** A special condition of release, whereby the releasee is required to make payments to the victim of the crime.

**Restoration of Civil Rights (RCR) *With a Hearing* case:** Investigations where an offender with more serious offenses are eligible for consideration only after seven (7) years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions.

**Restoration of Civil Rights (RCR) *Without a Hearing* case:** Investigations where the offender, depending on the offense of conviction, is eligible for consideration only after five (5) years have passed since the date of completion of all sentences, conditions of supervision imposed for all felony convictions, and if no crimes have been committed and have not been arrested for a misdemeanor or felony for the five (5) years prior to the date the application is being reviewed.

**Request for Review:** A request to waive the Board Rules by an individual seeking a commutation of sentence.