



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – February 2019

Chairman's Message

Melinda N. Coonrod

As we prepared for the start of legislative session 2019, the Commission remained busy with committee meetings, out-of-town hearings, and the recognition of Black History Month.

On February 27 and February 28, the Commission traveled to Duval County for the out of town vote at Jacksonville Beach City Hall. Thanks to the hard work of our staff, the meetings were successful and well attended. Additionally, many families and supporters of the inmates and victims spoke on behalf of their loved ones and expressed their appreciation to the Commission for coming to their community to have their voices heard.

As the month concluded, the Commission Central Office honored the incredible contributions and influence of African American men and women, both past and present for Black History Month. An annual tradition, the staff luncheon and program included heartfelt and impactful presentations by Commissioner Davison and other team members. Thank you to the planning committee and participants for providing the opportunity for staff to commemorate this very important month.

I encourage you to continue reading to learn more about the Commission's many achievements during the month of February.

Sincerely,

Melinda N. Coonrod
Chairman

Division of Operations

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

Operations is responsible for multiple functions in the administration of post-prison supervisory release programs. These supervised release programs include parole, conditional medical release, control release, conditional release, and addiction recovery release supervision. Through its Field Services staff, Operations conducts parole interviews, administrative hearings for alleged violations of supervision, as well as clemency investigations for the Board of Executive Clemency.

Accomplishments: February 2019

Office of the Commission Clerk

The number of cases docketed included: 904

- Parole – 115 (3 granted, 0 denied)
- Conditional Medical - 14 (6 granted, 8 denied, 1 continued, 1 deceased prior to the vote)
- Conditional Release - 642
- Addiction Recovery Supervision - 106

Revocations

- Warrants Issued – 125*
- Cases Reviewed and Prepared for Docket - 134*

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

Victims' Services

- Victims requests for information on parole, conditional release, and conditional medical cases - 225
- Victims Located - 50
- Status updates to victims on parole, conditional medical and clemency cases – 955
- Assisted victims who attended parole or clemency hearings - 29

Field Services

Field Services' Statewide Activity Totals / Monthly Interviews and Hearings Conducted:

- Parole Interviews - 63
- Revocation Interviews - 176
- Revocation Hearings - 36
- Total Interviews and Hearings for the Month – 275

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	0	5	4	0
PENDING CLEMENCY CASES	With Hearing: 260 W/O a Hearing: 7 Total Cases: 267	With Hearing: 507 W/O a Hearing: 21 Total Cases: 528	With Hearing: 455 W/O a Hearing: 20 Total Cases: 475	With Hearing: 641 W/O a Hearing: 24 Total Cases: 665	With Hearing: 616 W/O a Hearing: 27 Total Cases: 643

Division of Administration

The Division of Administration 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.

Accomplishments: February 2019

- Submitted 17 requisitions, 10 security requests, 27 purchase requests, 22 invoices, 200 inner office requests, 7 work orders, and made 7 deliveries
- 100% prompt payment compliance
- Attended FL Palm Project Meeting
- Attended Employee Relations Community of Interest meeting
- Provided agency staff safety/wellness information
- Responded to DFS p-card and voucher inquiries
- Administration held team meeting
- PCard Works Meetings
- Attended PALM and STMS meetings
- DMS conducted walk thru with carpet vendor
- Facilitated VOGT Deferred Comp Vendor presentation
- Assisted field office with a DMS tenant issue
- Attended quarterly IAC meeting
- Provided input on bill analysis
- Assisted with preparing LBR presentation
- Assisted DC OIT with the beginning phase of testing a 2nd server migration

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.

Accomplishments: February 2019

During the month of February, the Office of the General Counsel generated twenty-four (24) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to eighty-one (81) public records requests.

During the month of February, the Commission received twenty-six (26) positive orders, from state circuit courts, district courts of appeal, and federal courts. These orders are in the nature of reaffirming long-held and long-standing precedent governing some of the more common challenges presented against the Commission, including the denial of a grant of credit for time out on supervision after a supervision revocation, the recommendation for particular programming, the placement of an offender on conditional release, the Commission's discretionary authority to impose special conditions in a conditional release order, the Commission's denial of a grant for a special interview, the sufficiency of the evidence presented at revocation hearings, and the Commission's decision to aggravate for unsatisfactory institutional conduct and its decision not to mitigate based on particular information set forth by an inmate.

Office of Legislative Affairs

The Office of Legislative Affairs is charged with overseeing the Commission's legislative program as the agency's chief legislative advocate.

Accomplishments: February 2019

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Drafted talking points on the potential impact and implementation of Amendment Four.
- Scheduled meetings with key criminal justice legislators to discuss the Commission's legislative priorities for 2019.
- Attended criminal justice committee meetings of the legislature.
- Revised legislative proposal bill language.
- Prepared a PowerPoint presentation on the Commission's Legislative Budget Request
- Completed bill analyses on various criminal justice bills that may impact the Commission.

Office of Communications

The Office of Communications is charged with overseeing the agency's communications and public information program.

Accomplishments: February 2019

- Provided ongoing media relations.
- Updated website content.
- Composed talking points for Black History Month celebration.
- Created schedule for onboarding video and continued composing script.
- Drafted content for Spring edition of *Let's Review*.
- Drafted miscellaneous messages to staff.

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- Held first meeting regarding National Crime Victims' Rights Week (NCVRW).
- Reached out to other agencies regarding other events for NCVRW.
- Distributed media advisory for the Duval County out-of-town vote.
- Presented before the student chapter of the Florida Public Relations Association (FPRA) regarding political communication.
- Attended public records training.
- Updated media lists.
- Facilitated media for the out-of-town hearing.

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 responsible for coordinating all clemency meetings, referring applications for investigation, and serves as the official custodian of all clemency records.

Accomplishments: February 2019

The main goal of the Office of Executive Clemency is to screen the daily submissions of applications in an expeditious manner in order to notify the applicants early on of their status in the first phase of a two-phase process. Detailed correspondence is provided to the applicants explaining the next steps in the process and advising of any additional information that is needed to move forward. Excellent customer service continues to be a priority.

The new administration did grant pardons for the individuals referred to as the Groveland Four: Mr. Walter Irvin, Mr. Samuel Shepherd, Mr. Ernest Thomas and Mr. Charles Greenlee. Executive Orders were prepared for each person and certified copies mailed to family members.

We are now preparing for the first clemency meeting of the year where we will be addressing forms of clemency other than Restoration of Civil Rights. That category of clemency will be addressed again after we have received more guidance finalizing the process that will be in place for those cases.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **56,674,761** inquiries with **5,023,180** searches for Restoration of Civil Rights (RCR) grants.
- **994,178** names were located and **107,553** certificates have been printed.

Currently **378,168** RCR certificates are available for printing and can be searched on our website: www.fcor.state.fl.us under the clemency tab or www.FLrestoremyrights.com

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.

Accomplishments: February 2019

- Researched the potential impact and implementation of Amendment Four and attended a House Criminal Justice Subcommittee Meeting on the voting restoration amendment.
- Provided training to the regional administrators and supervisors during a conference call related to procedures for conducting clemency investigations.

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- Prepared investigations for the upcoming quarterly Clemency Board Meeting and conducted quality assurance reviews of With and Without a Hearing investigations completed by field offices.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Provided customer service to clemency applicants.
- Several staff members attended and completed a class on Computerized Criminal Histories and eAgent Application Training presented by FDLE.