



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – June 2019

Chairman's Message

Melinda N. Coonrod

June is always an eventful time of year at the Commission as the end of the fiscal year approaches, and this past month was no exception. Staff also attended the second clemency hearing of 2019 and celebrated our partners in criminal justice at the Florida Council on Crime and Delinquency Chapter II Annual Distinguished Service Awards Dinner.

The Board of Executive Clemency held its second quarterly clemency hearing of the year on June 5. A total of 90 cases were investigated and placed before the Clemency Board for consideration. Once again, the incomparable work of our clemency staff resulted in a successful hearing.

The Commission's involvement in public safety organizations and events provides excellent opportunities to both learn from other professionals, as well as share our own best practices. Our partnership with the Florida Council on Crime and Delinquency is a wonderful example. This month, several employees were present at the Chapter II awards dinner to celebrate achievements in criminal justice and to recognize outgoing and incoming leadership. Of special note, the Commission's very own Gina Giacomo was honored with the criminal justice award; congratulations, Gina!

Finally, I'd like to thank our administrative team who tirelessly worked to meet all deadlines prior to the end of the fiscal year. We couldn't do our jobs without you. Your hard work is valued throughout the agency.

I am continually impressed by the excellent service our agency provides to the citizens and visitors of our state to ensure public safety. I encourage you to continue reading to learn more about the Commission's many achievements during the month of June.

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: June 2019

Office of the Commission Clerk

The number of cases docketed included: 988

- Parole – 95 (5 granted, 0 denied)
- Conditional Medical - 17 (3 granted, 13 denied, 1 deceased prior to vote)
- Conditional Release - 717
- Addiction Recovery Supervision - 137

Revocations

- Warrants Issued – 176*
- Cases Reviewed and Prepared for Docket - 158*

**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 - 350
- Victims Located - 71
- Status updates to victims on parole, conditional medical and clemency cases – 928
- Assisted victims who attended parole or clemency hearings - 56

Field Services

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

- Parole Interviews - 78
- Revocation Interviews - 172
- Revocation Hearings - 41
- Total Interviews and Hearings for the Month – 291

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	2	2	1	4
PENDING CLEMENCY CASES	With Hearing: 360 W/O a Hearing: 14 Total Cases: 374	With Hearing: 541 W/O a Hearing: 21 Total Cases: 562	With Hearing: 518 W/O a Hearing: 41 Total Cases: 559	With Hearing: 686 W/O a Hearing: 42 Total Cases: 728	With Hearing: 666 W/O a Hearing: 45 Total Cases: 710

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: June 2019

- Submitted 72 requisitions, 14 security requests, 29 purchase requests, and 27 invoices
- Had 100% prompt payment compliance
- Provided agency staff safety/wellness information
- Administration held team meeting
- Attended PCard Works, PALM, and STMS meetings
- Provided responses to the Division of Risk Management safety evaluation
- Attended certification training for True Colors and received certification
- Held quarterly safety meeting and safety inspection
- 100% completion of FY 2019/2020 Performance Expectation Acknowledgments
- 100% completion of Financial Disclosure Forms
- Provided DMS Questionnaire Responses for: Affirmative Action Plan, Savings Sharing, and the 2018/2019 Training
- Responded to DRM annual Survey
- Processed annual telecommuting agreements
- Updated online directory with IC numbers for Central Office employee
- Mandatory CPR training for all new staff from June 2017 to present
- Inputted two amendments and one contract in FACTS
- Confirmed with regions for the attorney DO’s
- Prepared 11 new workstations for new CI OPS employees
- Assisted with name change related items in MACNET
- Monitored order was delivered by June 30 for year-end purchasing

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: June 2019

During the month of June, the Office of the General Counsel generated forty-seven (47) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to seventy-one (71) public records requests.

During the month of June, the Commission received fourteen (14) positive orders, from state circuit courts, district courts of appeal, and the Florida Supreme Court. 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: June 2019

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Researched potential proposals for next legislative session.
- Drafted letters to the Governor, legislature, and the Office of Program Policy Analysis, and Government Accountability.

Office of Communications

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

Accomplishments: June 2019

- Provided ongoing media relations.
- Drafted miscellaneous messages to staff.
- Composed and distributed media advisory regarding clemency coordinator appointment.
- Provided media assistance at the meeting of the Board of Executive Clemency.
- Produced and published the ninth annual clemency action report.

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: June 2019

- S. Michelle Whitworth was appointed by the Governor and Cabinet as the Coordinator on June 4, 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.
- Staff processed the applicants heard by the Executive Clemency Board at the June 5, 2019, Clemency Meeting.

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: June 2019

- On June 5, 2019, the Governor and Cabinet, sitting collectively as the Clemency Board, held its second quarterly Clemency Board Meeting. The Commission completed and submitted 90 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, provided detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- Conducted criminal history reviews and developed information to produce the annual Restoration of Civil Rights Recidivism Report provided to the Clemency Board.
- Coordinated with the regional field offices to prepare closed clemency files for shipping and processing to central office. Completed the processing of 167 boxes containing 2,594 closed field and central office clemency files that were sent to the Storage Records Center in accordance with approved retention schedules.
- Researched the potential impact and implementation of Amendment Four (voting restoration amendment).
- Hired a new full-time Commission Investigator Supervisor.
- 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.