



# FLORIDA PAROLE COMMISSION

4070 Esplanade Way, Tallahassee, Florida 32399-2450

TENA M. PATE  
Commissioner/Chair

BERNARD R. COHEN, SR.  
Commissioner/Vice-Chair

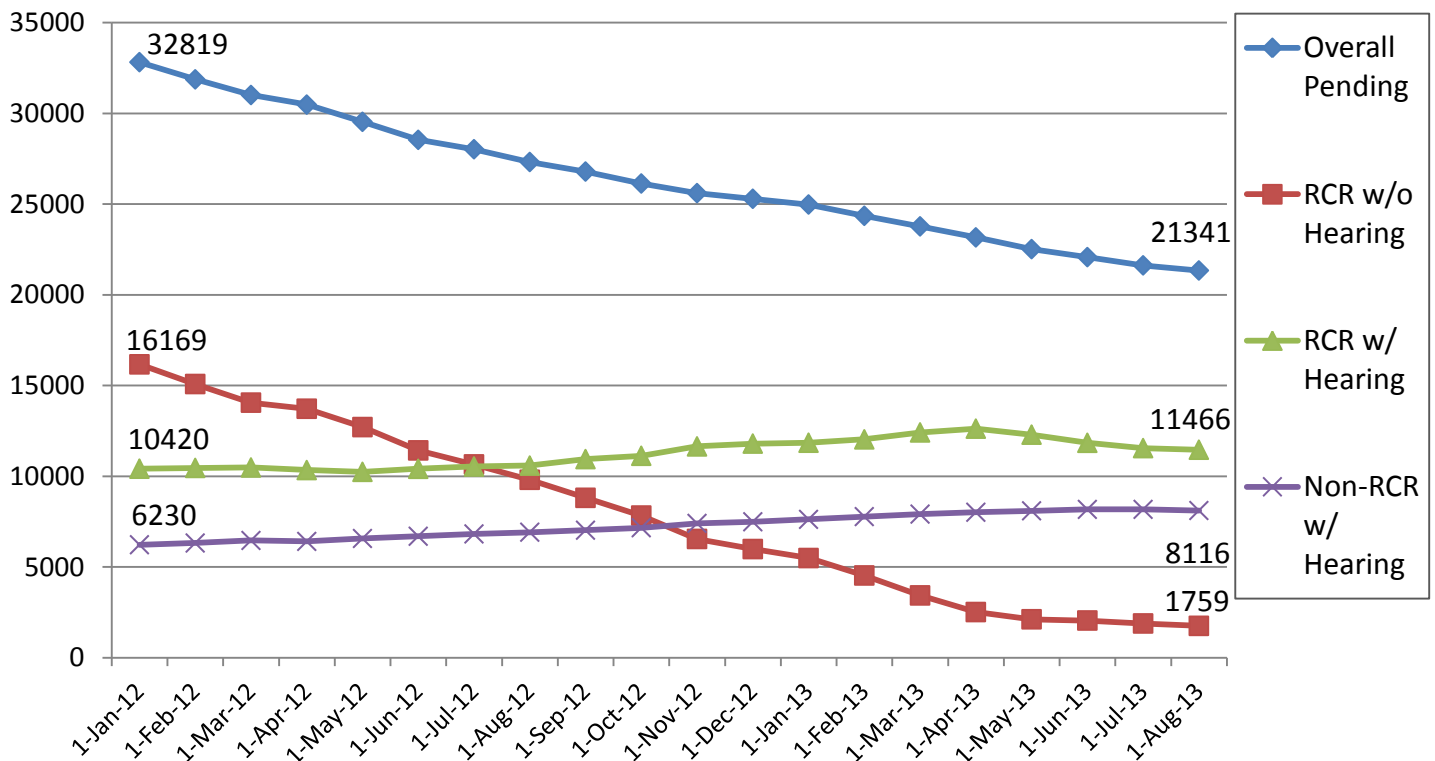
MELINDA N. COONROD  
Commissioner/Secretary

## FLORIDA PAROLE COMMISSION Monthly Accomplishments Report

### July 2013 ~CHAIR'S MESSAGE~ Tena M. Pate

Across the state of Florida and the nation, we celebrated the Fourth of July and the many privileges we have as Americans. The Commission is in a unique position in which we provide assistance to those individuals who have lost their civil rights. Clemency staff works hard to provide information and make recommendations to the Executive Clemency Board, so they can make sound judgments that will impact the lives of these individuals.

Throughout the years the clemency backlog has seen an increase in workload due to reduced funding. In 2012, the Florida Legislature provided \$350,000 in Other Personal Services (OPS) recurring funds to the Commission and an additional \$25,000 in 2013 to address the clemency backlog. Furthermore, without the support of Governor Scott for additional funding, this would not have been realized. These funds have and will continue to allow the Commission to reduce the number of pending clemency cases and provide enhanced services to the Clemency Board and the public. The following chart represents our progress.



The Commission also completed a full agency security awareness training and certification this month in order to be in compliance with the recent change in FBI policy for access to the National Citizen Information Center. This training was completed by consumer employees that review or handle confidential information as part of their daily job duties.

As a final point, senior leadership and staff are in the process of reviewing the Objective Parole Guidelines, which are rules the Commission has in place that explains the operational functions of each program. In the coming months, staff with input from FSU School of Criminology & Criminal Justice and the National Institute of Corrections, will provide suggested revisions to the guidelines.

Below is a more detailed description of program updates and activity participation for the month of July.

## COMMISSION SECTION ACCOMPLISHMENTS

### Operations Shana Lasseter, Director

- **Production of DVD Highlighting FPC Victims' Services** – After reviewing a DVD showcasing the services provided by the Canadian Parole Board's Victim Services Program, Chair Pate was inspired to produce a similar DVD highlighting the Commission's work in this area. A team was assembled in central office to tackle the project and met for the first time on July 9th. Some of the video ideas discussed were: Two minutes or less in length; include victim testimony from Ms. Gretchen Howard; explain what services FPC can provide to victims; highlight the rights afforded to every victim – the right to be informed, the right to provide input, and the right to attend a hearing.
- **Relocation of FPC's Region 3 Cocoa Field Office** – After conversations with DC's Land Administration and Facility Services divisions, we know that Brevard C.I., which houses the FPC Region 3 Cocoa Field Office, is scheduled to close on October 15, 2013. The Department advised it cannot guarantee that the date will not change or that the Brevard C.I. Administration Building will be serviced through that date. From the information received, time is of the essence. Accordingly, the relocation of the FPC field office is scheduled for the week of September 9, 2013. The Department has graciously offered alternative office space, at no cost to the Commission, as follows: Support staff will be relocated to the Titusville P&P office with enough space for the regional administrator (RA) and two parole examiners to rotate through a second work area as needed; the RA will be placed at the DC Academy building at 2301 Meeting Place, Orlando; two examiners are also able to work out of the Orlando office as needed.
- **dFACTS (distributed Factual Analysis Criminal Threat Solution)** – The dFACTS application is a blend of certain publicly obtained information as well as confidential law enforcement-only data which is available to certain sworn and non-sworn members of the law enforcement community in Florida. In September, 2011, FDLE allotted the Commission 2 licenses to the system. This powerful tool is a tremendous asset to the agency's investigative arm. Currently, the 2 licenses are assigned to FPC's Victims' Services unit. The Clemency Investigations unit could benefit greatly from also having access to the dFACTS system. Discussions regarding the best means by which to obtain at least one additional dFACTS license are underway.
- **PRIDE Access** – After learning from field staff that obtaining job assignment information from PRIDE in a timely manner for parole rationales has become increasingly difficult, I reached out to Mr. Jack Edgemon, the president of PRIDE, to explain the Commission's needs and to discuss possible solutions. Mr. Edgemon was extremely receptive to improving the process and advised he would look at the methodology PRIDE was using to gather the information and generate the report provided to the Commission. Within several weeks, Mr. Edgemon followed up with me to advise PRIDE had created a web-based system that pulls together all the information requested and generates the report, yielding a faster turn-around time. Mr. Edgemon advised a limited number of FPC field staff would be granted access to the database and could run their own reports. FPC submitted 5 user names to PRIDE and their OIT staff is in the process of creating logins and passwords for those individuals.
- **Okaloosa County Vote** – Florida Statute requires that the Commission, in order to facilitate the ability of victims and other persons to attend Commission meetings, meet in various counties, with the location chosen being as

close as possible to the location where the parole-eligible inmate committed the offense for which the parole-eligible inmate was sentenced. The Commission met in Hillsborough County in June, 2013 and preparations have begun for holding a Commission meeting in Okaloosa County on October 9, 2013.

**Office of the Commission Clerk**

**Cases Docketed:**

<b>Parole</b>	<b>201</b>
<b>Conditional Medical</b>	<b>2</b>
<b>Conditional Release</b>	<b>554</b>
<b>Addiction Recovery</b>	<b>116</b>
<b>TOTAL</b>	<b>873</b>

<b>Month</b>	<b>Paroles</b>		<b>Conditional Medical Release</b>	
	<b>Granted</b>	<b>Denied</b>	<b>Granted</b>	<b>Denied</b>
<b>July</b>	4	0	0	2

**Featured Case:**

**Thrita Griffith, DC #152479**, met her victim at a bar frequented by her and her girlfriend. The crime occurred in an empty house where the three had gone to do cocaine. Griffith was heavily influenced by drugs and did not remember killing the victim. Inmate Griffith’s mother reported that the inmate returned home to Arkansas and had gotten off drugs. She returned to Polk County two months later and was arrested for First Degree Murder. She was subsequently convicted and received a Life sentence with a 25 year minimum mandatory.

On the last Commission Action of May 29, 2012, the Commission voted for Inmate Griffith to be placed in work release. On March 1, 2013, Griffith was removed from the program due to a change in the work release eligibility criteria prohibiting inmates with murder convictions to participate. Since returning to Lowell C.I. she has been re-assigned to the PRIDE garment factory as her morning assignment and is a peer facilitator during the afternoon.

Inmate Griffith was on the July 24, 2013 docket for a subsequent interview. The Commission reduced her Presumptive Parole Release Date by 12 months based on the above satisfactory institutional conduct, completion of the Intensive Outpatient Substance Abuse Treatment program, and selection as a peer facilitator in the Intensive Outpatient Program. Inmate Griffith’s next scheduled interview will take place during the month of October 2013.

**Imaging**

- July 2013 totals for Imaging Inmate Records (IRIS):

Completed Documents	2,868
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**Revocations**

**STATISTICS:**

Warrants Issued	171
Cases Reviewed and Prepared for Docket	230

**Include Parole, Conditional Medical Release, Conditional Release, Addiction Recovery Release and/or Control Release.**

**Featured Case:**

**DC#869537 – Parolee Melvee Tucker** – In 1978, at the age of 20, Melvee Tucker, was convicted of First Degree Murder. After serving 25 years, he was paroled to supervision on August 12, 2003, with supervision for LIFE. In 2010, Tucker violated his parole by using and/or purchasing cocaine. He was convicted, adjudication was withheld and he was sentenced to 1 day probation. In addition, he was found guilty of failing to submit written monthly reports, posting

bail and possession of cocaine. Based upon Tucker’s history of outstanding supervision since 2003, as told by his parole officer; his family and community support, it was felt that Tucker should be given a chance to redeem himself through a substance abuse counseling treatment program. In June 2012, the Commission restored Tucker’s parole with a condition that he enter a residential substance abuse facility and community control supervision. On July 19, 2013, at the age of 56, Melvee Tucker successfully completed and was discharged from the Spectrum residential treatment program. Tucker remains on parole.

**Training**

Supervisor Kim Dickey and Revocation Specialists Cathy Floyd and Jamil Jefferson visited the Dan Palmer’s Prisoner’s of Christ and Ken Cooper Prison Ministries in Jacksonville, with the guidance of RA Mills Rowland, Region II.

**Victims’ Services**

	<b>July 2013</b>
Victims’ requests for information on parole, conditional release, and conditional medical cases	230
Victims Located	35
Status updates to victims on parole, conditional medical and clemency cases	648
Assisted victims who attended parole or clemency hearings	35

**Field Services**

**Field Services’ Statewide Activity Totals**

	<b>July 2013</b>
Monthly Interviews and Hearings Conducted:	
Parole Interviews	82
Revocation Interviews	249
Revocation Hearings	70
<b>Total Interviews and Hearings for the Month</b>	<b>401</b>

**REGION I:**

- **COURTESY INTERSTATE COMPACT TASKS:**
  - Region I performed one hearing.
- **PENDING CLEMENCY CASES:**
  - With a hearing: 697
  - Without a hearing: 154
  - Total Cases: 851
- **MISCELLANEOUS:**
  - Examiner Gallogly’s wife Erin gave birth to their second son Owen on 07/17/13.

**REGION II:**

- **COURTESY INTERSTATE COMPACT TASKS:**
  - Region II received five (5) requests for Courtesy Preliminary Hearings.
- **PENDING CLEMENCY CASES:**
  - With a hearing: 966
  - Without a hearing: 175
  - Total Cases: 1141
- **TRAINING:**
  - On 7/1/2013 Mills Rowland and Nancy Lockwood attended the New NexTest Functionality Training.
- **COMMUNITY SERVICE:**
  - Examiner Cliff Rowan is a volunteer through the Florida Gaurdian Ad Litem program in Columbia County.

- Examiner Gary Fox is a volunteer and coach with the Special Population Activities Recreation Council (SPARC) in Volusia County.
- Regional Administrator Mills Rowland is a Supervision Group Leader for the Stephen Ministry through the Beach United Methodist Church and the Church of Eleven22.
- MISCELLANEOUS:
  - On 7/26/2013 Kim Dickey, Cathy Floyd and Jamil Jefferson from Central Office and Regional Administrator Mills Rowland toured the Pisoners of Christ and Ken Cooper Ministries, both transitional programs in Jacksonville.

**REGION III:**

- COURTESY INTERSTATE COMPACT TASKS:
  - Region II received two requests for probable cause hearings.
- PENDING CLEMENCY CASES:
  - With a hearing: 1125
  - Without a hearing: 154
  - Total Cases: 1279
- TRAINING:
  - Jolynn Linder completed CJIS Full Access Recertification on 7/8/13.
- MISCELLANEOUS:
  - Kevin Tiller attended the Seminole County Public Safety Council meeting on 7/18/13.
  - Kevin Tiller met with DC staff in Orlando and Titusville regarding the Cocoa Region Office temporary relocation.
  - Dale Nichols was presented a Distinguished Service award by FCCD chapter VII for his professionalism after his nominated by a DC staffperson. The guest speaker was DC Secretary Michael Crews.
  - Ocala staff thanked DC Ocala IT, Jason Luffman, with a lunch on 7/31/13 for his hard work over the past several months regarding our IT needs, some as last minute requests. His efficiency and willingness to assist kept examiners computer "down time" to a minimum and enabled us to get newer systems online.

**REGION IV:**

- COURTESY INTERSTATE COMPACT TASKS:
  - 5 - Parole Notice of Hearing
  - 1 - Parole Probable Cause Hearing
- PENDING CLEMENCY CASES:
  - With a hearing: 2,509
  - Without a hearing: 340
  - Total Cases: 2,850
- PERSONNEL ACTION:
  - On July 22, 2013, Eric Flores, started as an Intern in the Broward Office. Eric attends Keiser University majoring in Forensic Investigations. During his internship with the Commission he will be trained in the area of conducting and preparing clemency with/without hearing investigations, revocation interviews and hearings, parole interviews, as well as other areas as time permits.
- TRAINING:
  - TAC Donald Henry (Miami), Richard Konior (Broward), and John O'Donnell (Stuart) completed WebEx Training on July 1, 2013.
- MISCELLANEOUS:
  - On July 23, 2013, Jayne Hayden and Sandra Pimental met Department of Corrections' Secretary Crews and Deputy Secretary Cannon.

**REGION V:**

- COURTESY INTERSTATE COMPACT TASKS:
  - Two requests for hearings received.
- PENDING CLEMENCY CASES:
  - With a Hearing: 1248

- Without a Hearing: 286
- Total Cases: 1534
- **TRAINING:**
  - Scott Harris, the Region V TAC, received WebEx training for Limited Access.
  - Helen Williams Lester provide clemency training for various representatives of Supervisor of Elections offices from around the state in Polk County, FL on 07/17/2013.
- **COMMUNITY SERVICE:**
  - Patti Razor attended the FACC Training Institute 7/9 thru 7/12/13 in Daytona Beach.
  - Kip Astrom attended the July PERC Meeting.
  - Cathy Aylstock attended the 7/18/13 FCCD Meeting.
  - Levar Allen attended the 7/22/13 Polk County Public Safety Council Meeting.
  - Region V started its back to school project and will be donating school supplies to our adopted classroom at Palm River Elementary School.
- **MISCELLANEOUS:**
  - Robert Read and his wife Linda teamed up with the Rotary Club in Trinity, Fl to fund a summer music program for the New Port Richey Boys and Girls Club. The program was designed to teach the basics skills in reading music and playing the music on recorders. The age range was 6-12 and 25 children enrolled in the program.

**Administration**  
**Gina Giacomo, Director**

The Division of Administration's primary accomplishments in the month of July 2013 included: The efforts to accomplish the goals of the utilization for the Statewide Enterprise Efficiency Initiatives Procurement Transformation Project. The State of Florida is currently engaged in the Statewide Enterprise Efficiency Initiatives Procurement Transformation Project, an initiative for all agencies to fully utilize MyFloridaMarketPlace (MFMP). MFMP is the State of Florida's online eProcurement system, the single e-commerce conduit between state agency buyers and vendors to conduct public purchasing. The state measures utilization through the MFMP Utilization Scorecard in five key functions. These functions include Purchase Orders and Contracts, Invoicing, Catalog Requisitions, Receiving and eQuote Utilization. The Florida Parole Commission (Division of Administration) achieved full utilization in all five key functions. The Commission is the only state agency to accomplish green in all five key functions of the utilization matrix.

Director of State Purchasing and Chief Procurement Officer wrote: *I just wanted to take a moment to commend your team for their hard work in our MyFloridaMarketPlace utilization initiative. The Florida Parole Commission not only met their goals and is green in all metrics on the MFMP Utilization Scorecard, but you are the first agency to accomplish this achievement. We appreciate the hard work that your team put into improving utilization and maximizing use of MyFloridaMarketPlace. Thank you, and your team, for your support.*

Achieved 98% prompt payment on invoices. All of the Commissions procedure directives have been scanned and saved on the network.

Drafted a response for the Safety and Risk Management audit; Completed the Attractive Property inventory; Prepared monthly budget documents' Conducted research for LBR issues; Meet with DOC IT to implement corrective actions for response to FDLE audit; Revised the Safety and Loss prevention PD; Submitted request for many updates to FPC websites and working with DOC IT to revise Commission website; Assisted with Employee Enrichment program: and Participated in work group for DVD of Victim Services; Responded to the debt collection survey; Coordinated the installation of a 1-800 number and phone line in the Commission hearing room; Completed the Share Savings Program questionnaire and the training questionnaire to DMS; Submitted the fraud certification to DFS; Submitted the Affirmative Action Plan DMS; Submitted the Agency Portfolio Management Plan/Business case Template to DMS; Completed the mail service survey; Submit VOCA information; and participated on the Operations conference call; Conference call to coordinate Cocoa office move: and Coordinated Colonial Life to be onsite at Central Office; Division employees attended trainings on the following topics, (2) FASAAD Administration, (4) Purchasing, (4) Human Resource, (3) CJI training, (1) State term contract for IT software (1) Grant system training and (1) FACTS training.

**Office of Clemency Investigations**

**Steve Hebert, Director**

**Pending Clemency Cases August 1, 2013**

<b>Types of Clemency Cases</b>	<b>July 2013</b>
RCR Cases	13,225
Without a Hearing Cases (1,759)	
With a Hearing Cases (11,466)	
Non-RCR Cases*	8,116
<b>Total Pending Clemency Cases</b>	<b>21,341</b>

\* Full Pardon, Specific Authority to Own/Possess/Use Firearms, Remission of Fines, Commutation of Sentence and Request for Review.  
**Highlights / Accomplishments for the month of July 2013 for the Office of Clemency Investigations include:**

- On July 11, 2013, the Director of Clemency Investigations provided training to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations and the Rules of Executive Clemency.
- On July 11, 2013, this office published a revised Training Manual for conducting Restoration of Civil Rights (RCR) eligibility investigations. This is an instructional tool and reference resource for all examiners who conduct eligibility reviews for RCR investigations.
- On July 24, 2013, the clemency database workgroup comprised of members from the Office of Clemency Investigations, the Office of Executive Clemency, and Tony Sullivan, Department of Corrections OIT, met to discuss strategies and plans to work toward creating a clemency file management system which will include scanned documents. This is a long term goal as other IT issues are a priority at this time.
- On July 31, 2013, this office provided a new resource, Restoration of Civil Rights by State, for examiners conducting clemency investigations. This is a HTML resource for Commission employees to use as an internal tool to provide an easy and convenient way to learn about the clemency policies of other states in the United States.
- Conducted capital punishment clemency investigations and coordinated interviews for death row inmates.
- Conducted Request for Review investigations for commutation of sentence applications.
- Conducted quality assurance reviews of all clemency investigations completed by regional field offices.
- Reviewed Restoration of Civil Rights cases for eligibility prior to sending them out to field offices for in-depth field investigations to be conducted.

**Office of Communications**  
**Molly Koon Kellogg, Director**

- Coordinated and responded to various public records and media requests.
- Updated the Facebook page with information regarding Commission events.
- Participated in the Florida Council on Crime and Delinquency (FCCD) event.
- Drafted talking points for the FCCD event.
- Attended the Governor's Office Communications Meeting.
- Provided informational brochures to various organizations for restoration of civil rights events.
- Participated in social media professional development workshop

**Executive Clemency**  
**Julia McCall, Clemency Coordinator**

Executive Clemency has new faces and new talents. Ingrid Passetti has joined us this month and will be replacing Sarah Goodwin who has taken Visit Florida seriously; she liked the Destin area and has decided to move there this week. Sarah recently graduated from St. Leo and is moving to another chapter in her life. Ingrid brings with her previous telephone experience in high call areas and is also bilingual providing our office with a

40-hr. Spanish translator. Ingrid will be available for Parole Hearings and the quarterly Clemency Meetings at the Capitol.

As a cost savings to applicants, we recently reduced the number of copies required when filing for a Request for Review for a Commutation of Sentence. Previously, the original and four copies were required, one for each member of the Clemency Board. With the Board's approval, we will be sending scanned copies of this information on a CD. This will be a monetary savings to the applicant and a space saver for this office and the offices of the Clemency Board staff.

On January 28th, this office added five Central Office OPS staff members familiar with the clemency function to assist in processing *Without A Hearing* applications for clemency. As of July 30th, 3,035 applications have been reviewed by staff assigned in this office processing on a daily basis as well as the additional assistance. These applications were either determined eligible and sent to Clemency Investigations for the next step in the process or determined ineligible, with the applicant being notified of such and instructions on how to proceed.

On April 23rd, existing OEC staff, along with the additional Central Office OPS staff members, commenced working on *With A Hearing* applications. As of July 30th, 2,697 applications have been processed. The eligibility was determined and the applicants advised of the results and which steps to take next.

On June 21st, we increased our efforts regarding Pardons and Firearm Authority and have processed 578 additional applications since that date.

As of July 30th, the Web Page for the Florida Parole Commission has received 1,189,517 visits with 904,294 searches for Restoration of Civil Rights grants, 96,528 names were located and 61,474 certificates have been printed. This web page was established in 2008 and has proven to be an excellent customer assistance tool. Currently there are 375,197 certificates available for printing.

**Legal Office**  
**Sarah Rumph, General Counsel**

The legal office received three orders from the courts since the last summary which provide good information:

1. Williams v. FPC: the parole-eligible inmate challenged the establishment of his PPRD following revocation of parole. The court upheld the Commission's calculation of the SFS, assessment of aggravation, and his calculation of time.
2. Smith v. FPC: the challenger in this case attempted to file a habeas petition to attack the determination by the Commission that he is eligible for conditional release. Since the petitioner was not alleging he was currently being held illegally, the court dismissed the petition. Interestingly, the petitioner in this case isn't eligible for CRS and was recently released without CRS.
3. State v. Elbert: The conditional releasee, who was in violation status, challenged the hold on him by the Commission as an alleged violator. The court ultimately denied the petition after a review of "the voluminous and extremely thorough responses of the FPC and the DOC." Great job, Legal!

Also, this month both our summer law student interns completed their time with the office. We know they will leave here with a better understanding of the great, important work that this agency does.

**Office of Legislative Affairs**  
**Kevin Reilly, Director**

- Finalized proposed Commission legislative agenda.
- Conducting ongoing constituent relations regarding various Commission functions.
- Strengthening relationships with legislators.