



FLORIDA PAROLE COMMISSION

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FLORIDA PAROLE COMMISSION Monthly Accomplishments' Report

June 2013
~CHAIR'S MESSAGE~
Tena M. Pate

The Commission was busy during the month of June with a number of activities ranging from correctional institution visits to preparing for the second clemency board meeting of the year. On June 15, the Commission was recognized for being the only state agency "in the green" in the MyFloridaMarketPlace (MFMP) Agency eProcurement System. The state of Florida is currently engaged in the Statewide Enterprise Efficiency Initiatives Procurement Transformation Project, an initiative for all agencies to fully utilize MFMP. The Commission's small but competent administrative team under the leadership of Gina Giacomo, Director of Administration, was also instrumental in the completion of the project.

Next, Commissioners Cohen and Coonrod joined me to convene a commission hearing in Tampa, June 19-20. This opportunity also allowed for us to visit correctional institutions and transition programs in the Central and South Florida areas. While on the road, staff visited Noah Community Outreach, LLC, a Faith-Based Substance Abuse Transitional Housing Program in West Tampa; The Florida Civil Commitment Center in Arcadia; and the FIU Reentry Transition Program at Everglades Correctional Institution in Miami. These activities allowed for staff to review programs that assist inmates in transitioning back into society.

On June 26, 2013, the second quarterly Clemency Board Meeting was held at the Capitol. Under the direction of Julia McCall, Clemency Coordinator and Steve Hebert, Director of Clemency Investigations, the Commission completed and submitted numerous in-depth clemency investigations for full pardons, firearm authority and restoration of civil rights for consideration to the Board. I would like to echo the many thanks we received from the Clemency Board and individuals seeking clemency for the great work our Field and Executive Clemency staff performed in preparation for the meeting.

This month the Commission also celebrated its greatest assets, our employees! Commissioners Cohen, Coonrod and I presented the annual Florida Parole Commission's Employee Awards at our recognition ceremony and had the honor of recognizing several teams and individual employees with superior achievement awards. The following employees received the top three Commission Employee Awards: Johnnie Sheffield, Field Office Employee of the Year; Jeffrey Rigdon, Central Office Employee of the Year; and Michelle Whitworth, Commission Employee of the Year. It gives us great pride knowing that the Commission has such outstanding men and women who are committed to excellence. Members of our Administrative Team, Activities Committee, and our Social Media Team were selected to be recipients of the Chair's Superior Recognition Awards. We also said farewell to Jane Tillman, Communications Director, who, after serving 33 years with the state and 15 years at the Commission, retired from state government. Jane's contribution to our agency has been tremendous and much appreciated. There has been no stronger an advocate for the Commission and I am thankful that I had the opportunity to work alongside of her.

COMMISSION SECTION ACCOMPLISHMENTS

Operations Shana Lasseter, Director

- **June 7:** Conditional Medical Release – Chair Pate and select Commission staff had the opportunity to meet with Department of Corrections staff on the Conditional Medical Release (CMR) program, a topic of mutual concern. Dr. Olu Ogunsanwo, Assistant Secretary, Office of Health Services and several members of his team explained to the Commission the privatization of the Department’s health services component and how this change may create an influx in the volume of CMR cases referred to the Commission for consideration. During the meeting, the Department urged Commission staff to visit a medical dorm at a correctional institution. It was determined that “J” Dorm at Zephyrhills C.I. would give the Commission a very accurate look at how ill and incapacitated many inmates are. The trip was arranged and the Commission toured the facility on June 18th.
- **June 7:** Florida Emergency Information Line (FEIL) Training – With the start of the 2013 hurricane season, Commission staff participated in FEIL training which focused on the importance of familiarizing ourselves with the FEIL and how the activation process works. The presentation provided by the Florida Division of Emergency Management covered all aspects of operating the FEIL— from logging into computers, a mock schedule, and directions on how to answer calls from the public. Should the FEIL be activated, the Commission is 11th on the list to man the line.
- **June 13 & June 28:** Objective Parole Guidelines Committee – Chair Pate and this newly formed committee, made up of Commissioners, senior leaders, managers and staff met for the first time on June 13th. Chair Pate explained that the committee was formed because it follows the Commission’s mission and responsibility to the citizens of Florida to conduct a current assessment, and it is necessary to review it in light of new research regarding Objective Parole Guidelines. Deadlines for a final draft of recommendations for the Objective Parole Guidelines were set for December 5, 2013 and December 31, 2013 for the entire project. Dr. Bill Bales and Dr. George Pesta from the FSU College of Criminology attended the committee’s second meeting on June 28th. Their expertise is a tremendous asset to the committee.
- **June 18 – June 22:** Tampa Hearings and Other Commission Business – Commission hearings were held in Hillsborough County on June 19 and 20, 2013. With the very capable assistance of the Commission’s entire Region V staff, the Commission meetings were well attended and a true success. In conjunction with the Hillsborough County vote, all 3 Commissioners, along with numerous staff members, visited the Noah Community Outreach transitional program in Tampa on June 19th, and select staff followed up with a visit to the FIU program at Everglades CI on June 21st. Additionally, Chair Pate, Commissioner Coonrod and staff toured the Florida Civil Commitment Center in Arcadia on June 21st.
- **June 26:** Monthly Operations Conference Call Highlight – Hepatitis B Vaccination Series and TB Skin Testing. The Commission recently inquired with the Department of Corrections about providing the TB Skin Test and Hepatitis B Vaccination Series to interested FPC field staff at no cost. As it has done in the past, the Department agreed to provide these services to Commission staff. Currently, field staff in DC’s Region I, Region II, and the northern part of Region III, are welcome to obtain these services at any institution in those regions until the institutions are privatized with Corizon Correctional Healthcare on October 14, 2013. Healthcare services in institutions in the southern part of DC Region III and in Region IV have already been taken over by Wexford Health Sources. FPC leadership will work with Wexford to allow for these services for field staff in those regions.
- **June 27:** SMART Expectations Workshop – This training focused on the second stage of the state’s new performance evaluation process, and perhaps the most valuable part of this transition, will begin later this summer – when supervisors receive training on writing employee expectations that are Specific, Measurable, Achievable, Relevant, and Time-Bound. These are known as SMART expectations. SMART expectations are tailored to the duties and responsibilities of each employee, and they are aligned with the mission and goals of the Agency.

Office of the Commission Clerk

Cases Docketed:

Parole	179
Conditional Medical	0
Conditional Release	656
Addiction Recovery	112
TOTAL	947

Month	Paroles		Conditional Medical Release	
	Granted	Denied	Granted	Denied
June	2	0	0	0

Featured Case:

Joyce Cohen (DC #161701), in 1985, conspired with three co-defendants to murder her husband for financial gain. Co-conspirator Frank Zuccarello, who became the main witness for the State, said Cohen hired Anthony Caracciolo (DC#105929) and Thomas Joslin (DC#656772) to commit the murder. The murder was to take place at the victim's residence where Cohen would allow the two hired killers to enter the house. On the night of the murder, Joyce Cohen allowed Zuccarello, Caracciolo, and Joslin enter the Cohen residence armed with handguns. Caracciolo went upstairs to the victim's bedroom. Zuccarello heard several shots and then went upstairs to find Caracciolo standing over the victim's body holding a handgun. Caracciolo was sentenced to 40 years for Second Degree Murder and was released on June 13, 2008; Joslin was sentenced to 30 years for Second Degree Murder and was released on August 1, 2006. Joyce Cohen was sentenced to Life with a 25 year minimum mandatory for First Degree Murder and 15 consecutive years for Conspiracy to Commit First Degree Murder.

On June 5, 2013 the Commission reviewed Joyce Cohen's record utilizing the Objective Parole Guidelines. After review of the entire record, the Commission established Joyce Cohen's Presumptive Parole Release Date for April 15, 2048. Cohen's next interview date is scheduled to take place in February 2020.

Imaging

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

Completed Documents	3,579
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Revocations

STATISTICS:

Warrants Issued	183
Cases Reviewed and Prepared for Docket	150

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

Featured Case:

Frederick Steese (DC# 138411) was convicted of Robbery in 1990, in Orange County, Florida. He was released on conditional release supervision on March 9, 1992 until June 11, 1995. Upon his release, Steese failed to report to his conditional release supervisor in Tampa, Florida and his whereabouts were unknown, until the State of Nevada notified the Commission he was incarcerated in the Nevada Department of Corrections.

Steese's criminal history began in the 1980's and ended in 1995, after being convicted of 1st Degree Murder and other charges in Nevada, resulting in a LIFE sentence. Steese appealed his murder conviction and later pled guilty to 2nd Degree Murder pursuant to the Alford decision. The sentence agreed upon, was 16 years in the Nevada Department of Corrections with credit for time already served in custody. The intent of the negotiation was to make

Steese immediately eligible for release, given the fact that he had already served 20 years. Nonetheless, Steese still owed the State of Florida over 1100 days for violating his conditional release supervision and was extradited to Florida.

Steese was returned to Florida and afforded the opportunity to have a violation hearing. The hearing examiner and Steese’s supporters recommended that Steese be discharged from supervision and released. At the June 19, 2013 Commission meeting, the Commission voted to revoke Steese’s supervision and return him to Florida’s prison system. Steese was released from Florida’s institution on July 1, 2013 and placed on conditional release supervision until August 6, 2013.

Training

Supervisor Kim Dickey and Revocation Specialists Cathy Floyd and Jamil Jefferson attended and observed a revocation hearing, conducted by Parole Examiner Russ Gallogly, at the Leon County Jail.

Supervisor Kim Dickey and Revocation Specialist Cathy Floyd attended the FDLE on-line New nexTEST Functionality Training, which focused on the policies and procedures for Limited Access Certification and Full Access Certification/Re-Certification.

Victims’ Services

	June 2013
Victims’ requests for information on parole, conditional release, and conditional medical cases	245
Victims Located	31
Status updates to victims on parole, conditional medical and clemency cases	440
Assisted victims who attended parole or clemency hearings	70

Field Services

Field Services’ Statewide Activity Totals

	June 2013
Monthly Interviews and Hearings Conducted:	
Parole Interviews	139
Revocation Interviews	212
Revocation Hearings	58
Total Interviews and Hearings for the Month	409

REGION I:

- **COURTESY INTERSTATE COMPACT TASKS:**
 - Region I performed five notices and no hearings.
- **PENDING CLEMENCY CASES:**
 - With a hearing: 701
 - Without a hearing: 149
 - Total Cases: 850
- **TRAINING:**
 - On 6/12/13 Examiner Sloan attended a Re-Entry Seminar at Santa Rosa CI.
 - On 6/13/13 Kim Dickey, Cathy Floyd and Jamil Jefferson attended a revocation hearing at Leon County Jail with Examiner Gallogly.

REGION II:

- COURTESY INTERSTATE COMPACT TASKS:
 - Region II received six (6) requests for Courtesies Preliminary Hearings from Interstate Compact.
- PENDING CLEMENCY CASES:
 - With a hearing: 976
 - Without a hearing: 169
 - Total Cases: 1145
- TRAINING:
 - Regional Administrator Mills Rowland provided Revocation Training at the staff meeting held on June 7, 2013.
- COMMUNITY SERVICE:
 - Examiners Kimberly Barrett and Sharon Walker attended and participated in a Job Fair put on by the Mayor Alvin Brown of the City of Jacksonville and Representative Corrine Brown on June 10, 2013 at the Pime Osborne Convention Center in Jacksonville. Both examiners worked with the Office of Representative Mia Jones in providing information on Restoration of Civil Rights to the community.
 - 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 was chosen to be a Supervision Group Leader for the Stephen Ministry through the Beach United Methodist Church and the Church of Eleven22.

REGION III:

- COURTESY INTERSTATE COMPACT TASKS:
 - There were 6 requests received in June for probable cause hearings.
- PENDING CLEMENCY CASES:
 - With a hearing: 1135
 - Without a hearing: 155
 - Total Cases: 1290
- TRAINING:
 - JoLynn Linder completed the WebEx Training for Limited Access on June 10, 2013.
 - JoLynn Linder watched the Small Business Seminar with Christine Urban [FAMU-Small Business Development Center].
 - Muriel Emerson watched the EAP webinar.
- MISCELLANEOUS:
 - Kevin Tiller attended and participated in State Representative Bruce Antone's Civil Right's Restoration Resource Workshop in Orlando on June 29, 2013.
 - Region III clemency archive files were picked up from Ocala and delivered to central office. Thank you to JoLynn Linder for ensuring the logs were completed and approved. Thanks also to the Ocala field staff for assisting in the preparation.

REGION IV:

- COURTESY INTERSTATE COMPACT TASKS:
 - 0 - Notice of Hearing
 - 5 - Preliminary Hearings
- PENDING CLEMENCY CASES:
 - With a hearing: 2533
 - Without a hearing: 323
 - Total Cases: 2857
- TRAINING:
 - Marlene Schreiber, Staff Assistant, completed CJIS Recertification 06/12/2013.

- MISCELLANEOUS:
 - Jayne Hayden, Supervisor in the Broward Office, on 05/30/2013, attended the Human Trafficking-Modern Day Slavery-Office of Attorney General (OAG) training 5/30/13.
 - Region IV processed/completed 2007-2008 Clemency Archive cases. On 06/12/2013, Parole Examiner Richard Konior, transported Regions III, IV and V archive cases to Tallahassee.
 - On June 20, 2013, Jayne Hayden participated on behalf of the Parole Commission in the Keiser University Legal Studies Expo.
 - From June 8- June 17, Jayne Hayden had the opportunity to be a part of a Mission trip to Kako, Alaska. Their team worked at a Christian summer camp “Kako Retreat Center”, as counselors with Eskimo youth. Eskimo children are so special, only way into villages was via bush-plane, living conditions rugged, 22 hours daylight, and the vast Alaska Tundra all made for a very remarkable trip. One she hopes to do again.

REGION V:

- COURTESY INTERSTATE COMPACT TASKS:
 - Received 9 requests for Probable Cause Hearings.
- PENDING CLEMENCY CASES:
 - With a Hearing: 1253
 - Without a Hearing: 282
 - Total Cases: 1535
- PERSONNEL ACTION:
 - Staff wrapped up the 2012-2013 RCR OPS Project.
 - Helen Williams-Lester reached her 30-year anniversary with state government in June 2013 and 19 years with the Florida Parole Commission.
- TRAINING:
 - Patti Razor tested and certified in FCIC/NCIC.
 - Region V staff reviewed the new Performance Evaluation Training Video.
- COMMUNITY SERVICE:
 - Region V staff, Helen Williams Lester, Cathy Aylstock, Lori VanCamp and Melinda Strickland participated in the RCR Outreach workshop sponsored by Senator A. Joyner’s on 06/22/2013.
- MISCELLANEOUS:
 - Region V staff supported the Chair, Commissioners and Central Office staff June 19 & 20, at the hearings held in Tampa.

Administration
Gina Giacomo, Director

The Division of Administration’s primary accomplishments in the month of June 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.

Achieved 99% prompt payment on invoices. The Commission had no errors out of the 1,513 errors reported by DMS on the People First Balance correction report.

Attended the exit conference for the Risk Management audit, Prepared monthly budget documents, Conducted research, Coordinated Region 3 and 4 new phones and new phone lines, Completed safety inspection, Viewed

Webex abilities, Coordinated the installation of the close circuit TV and new hearing room sound system, Completed FDLE audit for Region 4 and Training Investigators survey, Assisted with employee enrichment program and awards, participated in both the Commission Management System work group, Commission's Safety committee and the Communications work group weekly meetings, submitted request for many updates to FPC websites, and attended Sterling conference.

For the past 20 years Human Resource has kept the hard copy of the records in the file cabinets and in boxes. Human Resource has started a project to have the hard copy termed personnel files that were stored in boxes to be scanned into electronic form. As of June 30, 2013, 100% of the total project has been scanned. This includes termed personnel files from 1993, 1996, 1998, 1999, 2000 and 2001. We have far exceeded our expectations and expanded the project by scanning an additional 62 termed personnel files from 2002 and 2003 and will continue to scan all termed personnel files to present.

Division employees attended trainings on the following topics, (2) FASAAD Administration, (4) Purchasing, (2) Human Resource, (2) Safety training. Two administration staff attended the DMS SMART measure training for the new performance evaluation system.

Office of Clemency Investigations
Steve Hebert, Director

Pending Clemency Cases July 1, 2013

Types of Clemency Cases	June 2013
RCR Cases	13,445
Without a Hearing Cases (1,891)	
With a Hearing Cases (11,554)	
Non-RCR Cases*	8,178
Total Pending Clemency Cases	21,623

* 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 June 2013 for the Office of Clemency Investigations include:

- On June 13, 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 June 14, 2013, the Office of Clemency Investigations said goodbye to Parole Examiner Tanya SigRist after 8 years of service with this office and the Commission. She was an expert in Restoration of Civil Rights eligibility investigations and the Rules of Executive Clemency and we will miss her knowledge, experience, and skills.
- On June 26, 2013, the Governor and Cabinet, sitting collectively as the Clemency Board, held its second quarterly Clemency Board Meeting at the Capitol. The Commission completed and submitted 80 in-depth clemency investigations for Full Pardons, Firearm Authority and Restoration of Civil Rights for consideration by the Board. The Coordinator of the Office of Executive Clemency presented the cases to the Board, and the Chair provided detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- This office researched the specific reasons why applicants requested restoration of their civil rights. We reviewed the 61 Restoration of Civil Rights cases heard at the June 26, 2013 Clemency Board Meeting. Several applicants indicated multiple reasons in their statements to our examiners, and the following information is a brief summary of what our research revealed:
 - 75% of the applicants specifically indicated that they were interested in regaining their right to vote, sit on a jury or hold public office.

- 26% of the applicants specifically indicated that they were interested in obtaining their civil rights to help them with employment, ranging from specific licenses or occupations to general job opportunities.
- 16% of the applicants did not provide any specific reason for requesting their civil rights.
- 18% of the applicants voted in an election without having their civil rights restored.
- During June 2013, this office coordinated with the regional field offices to prepare closed clemency files in accordance with approved retention schedules for shipping and processing to the storage records center. There were a total of 113 boxes including 2,781 clemency files that were boxed and indexed by the five regions, labeled and picked up by the Storage Records Center.
- This office developed clemency information and produced the annual Restoration of Civil Rights' Recidivism Report for 2011 and 2012 due to the Clemency Board by July 1, 2013, as required by Rule 18 of the Rules of Executive Clemency.
- Congratulations to Michelle Whitworth, Administrative Analyst, who received the Commission Employee of the Year Award!
- This office conducted capital punishment clemency investigations and coordinated interviews for death row inmates.
- This office conducted quality assurance reviews of all clemency investigations completed by regional field offices, and reviewed Restoration of Civil Rights cases for eligibility prior to sending them out to field offices for in-depth field investigations to be conducted.
- This office conducted Request for Review investigations for commutation of sentence applications.

Office of Communications
Jane Tillman, Director

- Coordinated and responded to various public records and media requests.
- Updated the Facebook page with information regarding Commission events.
- Completed the first phase of the "Legislative Historic File Project", staff from Communications and the Chair's Office reviewed and categorized historic paper files in order to scan them into the FPC shared drive.
- Traveled to Tampa and participated in Senator Joyner and Representative Reed's Annual Restoration of Civil Rights Workshop.

Executive Clemency
Julia McCall, Clemency Coordinator

Executive Clemency continues to rock and roll on a daily basis. Our goal is to process as many applications as possible on a daily basis and serve the many callers who need assistance. All staff members are onboard and like being a part of the action.

We have been very fortunate to have with us this semester a TCC intern, Catherine Rodriguez. She has done an excellent job of jumping right into the clemency process and has adapted very well. We look forward to the days when she is here to handle all of the "projects" that we have saved for her specifically. Catherine also brings with her fluent Spanish and French skills, which has been used quite frequently throughout the agency during telephone calls, parole hearings and the translation of correspondence. Unfortunately, she will be leaving us in July to continue her studies.

If you think you are seeing double, you are! Also working with us this summer and part time after school starts back are our twins, Jenna and Brandi Smith, proud seniors from Rickards High School. These ladies are in demand throughout the agency and are kept very busy.

And if you think you can just volunteer and not get hired, you are mistaken. Patricia Greene joined us this month after volunteering since January. She retired after 38 years from the Florida Department of Law Enforcement, rested awhile and then started volunteering with us. Now she will join us for 30 hours a week.

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 June 25th, 2,968 applications have been processed by staff assigned in this office processing on a daily basis as well as the newcomers. 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.

On April 23rd, existing OEC staff, along with the additional Central Office OPS staff members, commenced working on With A Hearing applications. As of June 25th, 2,227 applications have been processed. The eligibility was determined and the applicants advised of the results and which steps to take next. We continue to also simultaneously process applications for all other forms of clemency such as pardons and firearms

As of June 25th, the Web Page for the Florida Parole Commission has received 1,173,150 visits with 894,055 searches for Restoration of Civil Rights grants, 95,013 names were located and 61,054 certificates have been printed. This web page was established in 2008 and has proven to be an excellent customer assistance tool. Currently there are 375,191 certificates available for printing.

We have also received over 20,000 calls on the 1-800 clemency number for this fiscal year. Busy is an understatement!!

Legal Office

Sarah Rumph, General Counsel

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

1. Schuyler v. FPC – In this case, the inmate challenged two specific aggravators assessed at the initial interview. The main question was about an aggravator for being in a position of trust over the child victim. The Court upheld that this aggravator was not an element of the capital sexual battery.
2. Hanson v. FPC – In this order, the Court reviewed a challenge to the revocation of conditional release for a violation of the releasee's conditions to not possess pornographic material and prohibition on accessing the internet. The Court upheld the Commission's imposition of those conditions and the revocation based on willful and substantial violations. The Court also found that the Commission did not abuse its discretion by denying the appointment of counsel.

Office of Legislative Affairs

Kevin Reilly, Director

Legislative staff participated in the Annual Restoration of Civil Rights Workshop hosted by Senator Arthenia Joyner, Representative Betty Reed, and the American Civil Liberties Union in Tampa, Florida.

The workshop assisted ex-felons by providing the tools and information necessary to restore their rights. Participants received hands-on assistance, required forms, and critical information they need to apply.

Region IV Tampa staff and staff from the Tallahassee Office provided participants with on-the-spot restoration of civil rights checkups and eligibility requirements information.