



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 February 2014

~CHAIR'S MESSAGE~ Tena M. Pate

In the month of February the Parole Commission held parole hearings with one including a presentation from the Department of Corrections addressing recent security concerns and the new policies designed to ensure authenticity of records in the post prison release process.

This month I had the opportunity to attend the National Parole Resource Center workshop focused on offenders with mental illness and/or substance abuse disorders. The workshop focused on integrated research regarding what is known about offenders with mental health and substance abuse concerns who are in the criminal justice system and the identified risk factors. The workshop also provided a forum to discuss treatment and supervision interventions that are likely to reduce recidivism with these offenders. Speakers included resource center executives and the Council of State Governments Justice Center Director of Health Services and Systems Policy, Dr. Fred Osher.

On February 20, the Commission conducted its bi-annual business meeting which allows leadership an opportunity to discuss and review the accomplishments from each department within the past six months. Five employees were also recognized and received service awards during the meeting for their contributions to state government. Congratulations to Steve Hebert, Tawanna Hays, Bonnie Davidson, Brenda Pendleton, and Brandy Fortune-Berman for their dedicated years of service to the state.

Continuing with our employee training series, the Commission focused on the Florida Code of Ethics this month. The course objectives included understanding the purpose of the code of ethics, penalties for violations, and state resources available to employees.

Several members of the leadership team and I had the pleasure of attending the Florida Public Safety Black History Breakfast at Pat Thomas Law Enforcement Academy, while Commissioner Cohen served as the master of ceremonies. Participants enjoyed networking with other local and state criminal justice officials, a cultural presentation by the Tallahassee Community College African American Drum and Dance Ensemble, songs performed by Fred Douglas Lee and Dorothy Thomas, and a keynote address by Representative Alan Williams. Additionally, the Commission hosted its own annual Black History Month ceremony and luncheon with an inspiring and educational presentation from Linda Jones, retired Jefferson County educator.

At the end of the February, the Commission saw one of our 2014 legislative session priorities initiated with the formation of a PCB SB7048. This bill addresses renaming the Parole Commission to better represent the agency's current and future duties. The mission and responsibilities of the Commission have changed throughout the years, and while administration of the parole system is still a vital function of the agency, it makes up approximately 10 percent of the workload. The Commission enforces actions that are legislatively mandated in statute relating to post prison release programs, and the administrative functions of clemency that now make up a majority of the important work we do to protect the residents and visitors of Florida.

I encourage you to continue reading to review all of the Commission's February accomplishments identified below.

Respectfully,

Tena M. Pate
Chair

COMMISSION SECTION ACCOMPLISHMENTS

Operations

Shana Lassetter, Director

Consistently, there is a great deal of activity within the Division of Operations. Field staff stay extremely busy with clemency investigations, revocation hearings and parole interviews while, in Central Office, the Office of the Commission Clerk, the Revocations Unit and Victims’ Services keep dockets running smoothly, process Commission actions, issue warrants and oversee the violation process and educate and comfort victims of crime.

Amidst the aforementioned day to day operations of the Commission, the Operations team, during February, began intense preparations for “Operation Justice Owed” (OJO), a warrant sweep operation being conducted for the Commission by the United States Marshal Service (USMS), Florida Regional Fugitive Task Force in April, 2014.

Six FPC staff members spent many hours poring over databases and warrant files, some dating back to the 1970’s, in order to determine the eligible cases for the operation and to begin building the investigative files for the USMS task force. The process was time consuming, but highly necessary. The OJO team members were meticulous in their case reviews and document collection and ultimately provided an incredibly high quality product for the task force to take over.

The Commission is also receiving significant assistance with the initial investigative phase of the operation from the Florida Department of Law Enforcement, the Department of Financial Services and the Department of Health. Each of these agencies is in a unique position to provide specific information on the targets of the operation, which is critical to the development of leads and ultimately to apprehension. This collaborative effort is vital to accomplishing this very important public safety initiative.

While holding offenders accountable for their behavior while on post release supervision is one focus of this project, the true goal of the operation is safer streets and communities for Florida’s citizens and visitors. We expect nothing less than very positive results and much success at the completion of OJO.

Office of the Commission Clerk

Cases Docketed:

Parole	128
Conditional Medical	0
Conditional Release	583
Addiction Recovery	103
TOTAL	814

Month	Paroles		Conditional Medical Release	
	Granted	Denied	Granted	Denied
February	1	0	0	0

Imaging

- February 2014 totals for Imaging Inmate Records (IRIS):

Completed Documents	2,711
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Revocations

STATISTICS:

Warrants Issued	175
Cases Reviewed and Prepared for Docket	138

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

Personnel

Monica Maddox was promoted to Revocation Specialist.

Training

The Revocation Specialists received training on Conditional Release Eligibility. Revocations staff completed the following mandatory training: Florida Code of Ethics and Sexual Harassment Awareness.

Activities

Twanya Keaton and Brenda Pendleton coordinated the agency’s Annual Black History Program, which was a great success.

Victims’ Services

	February 2014
Victims’ requests for information on parole, conditional release, and conditional medical cases	198
Victims Located	34
Status updates to victims on parole, conditional medical and clemency cases	577
Assisted victims who attended parole or clemency hearings	20

Field Services

Field Services’ Statewide Activity Totals

	February 2014
Monthly Interviews and Hearings Conducted:	
Parole Interviews	82
Revocation Interviews	232
Revocation Hearings	53
Total Interviews and Hearings for the Month	367

REGION I:

- **COURTESY INTERSTATE COMPACT TASKS:**
 - Region I performed no notices and no hearings.
- **PENDING CLEMENCY CASES:**
 - With a hearing: 659
 - Without a hearing: 59
 - Total Cases: 718
- **TRAINING:**
 - Region I staff completed Sexual Harassment Awareness Training.
 - Region I staff completed Florida Code of Ethics training.

REGION II:

- **COURTESY INTERSTATE COMPACT TASKS:**
 - Region II had five (5) request for Courtesy Preliminary Hearings.
- **PENDING CLEMENCY CASES:**
 - With a hearing: 884
 - Without a hearing: 103
 - Total Cases: 987
- **PERSONNEL ACTION:**
 - With tremendous sadness, Parole Examiner Rick Hughes passed away on 2/25/2014. Rick was considered to be a dear friend and wonderful co-worker and will be missed. Rick was going to retire on 3/31/2014.
 - An expected vacancy for a parole examiner position in Jacksonville was advertised and closed out on 2/16/2014. The interviews for that position were completed on 2/21/2014 and the recommendation to fill the position is forthcoming.
- **TRAINING:**

- Regional Administrator Mills Rowland, Parole Examiners Rick Hughes and Sharon Walker toured the newly opened Bridges of America of Jacksonville on 2/11/2014. This was the Ribbon Cutting ceremony and Department of Corrections Secretary Michael D. Crews was the special speaker.
- All of Region II completed the mandatory Florida Code of Ethics Training in February.
- COMMUNITY SERVICE:
 - Examiner Cliff Rowan is a volunteer through the Florida Guardian 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:
 - Regional Administrator Mills Rowland assisted Director of Operations Shana Lasseter on 2/24 and 2/25 in the Broward FPC office with the interviews to fill the expected Regional Administrator position for Region IV.

REGION III:

- COURTESY INTERSTATE COMPACT TASKS:
 - Region III received four requests for probable cause hearings.
- PENDING CLEMENCY CASES:
 - With a hearing: 1,028
 - Without a hearing: 97
 - Total Cases: 1,125
- PERSONNEL ACTION:
 - Anticipated Ocala Parole Examiner vacancy selection completed.
- TRAINING:
 - Region III staff completed Florida Code of Ethics training.
- COMMUNITY SERVICE:
 - Harv Bucker's Bible study class funds surgeries for kids with cleft pallet problems and is now up to 30 surgeries!
- MISCELLANEOUS:
 - Kevin Tiller completed Advanced Cardiovascular Life Support (ACLS) training through the American Heart Association.

REGION IV:

- COURTESY INTERSTATE COMPACT TASKS:
 - 2 - Notice of Hearing/Postponements
- PENDING CLEMENCY CASES:
 - With a hearing: 2,319
 - Without a hearing: 285
 - Total Cases: 2,604
- PERSONNEL ACTION:
 - Vacancy - Regional Administrator Miami closed 02/02/2014
- TRAINING:
 - Region has completed online Sexual Harassment Awareness Training and Code of Ethics Training.
- COMMUNITY SERVICE:
 - Karyn Roth and Leris Calderon represented FPC at the Keiser University Career EXPO on February 20th.
 - Rich Konior represented FPC at the Re-Entry Fair at SFRC on February 21st.

REGION V:

- COURTESY INTERSTATE COMPACT TASKS:
 - 1 request for hearings received.
- PENDING CLEMENCY CASES:
 - With a Hearing: 1,138
 - Without a Hearing: 193
 - Total Cases: 1,331

- PERSONNEL ACTION:
 - OPS Parole Examiner, Robert Read, resigned effective 02/13/2014.
- TRAINING:
 - Region V staff participated in the Florida Code of Ethics training.
 - Lori VanCamp, John Doyle and Levar Allen attended the Lunch ‘N’ Learn Series: Key Issues and Challenges Facing Law Enforcement Agencies seminar on 02/20/2014, at Microsoft Tampa Offices.
- COMMUNITY SERVICE:
 - The Region V Paroler Bears Team raised \$2,670.00 for the Special Olympics by plunging at the Aquatica in Orlando on 02/01/2014.
 - Cathy Aylstock attended the 2nd FCCD Quarterly State Board Meeting on 02/07/2014 & 02/08/2014.
 - The FCCD State Board is collecting supplies for the Kids In Support of Soldiers, Inc., Campaign, until 05/29/2014. Cathy Aylstock will take donated supplies for the soldiers to the 3rd Quarterly State Board Meeting in May.
 - The next FCCD Chapter I Meeting is 02/20/2014, and Cathy Aylstock will attend.
 - Lindsey Harris, Jerry Harris’ daughter, continues collecting shoe donations for a school project. She remains in 1st place and we’re very proud of her!
- MISCELLANEOUS:
 - Chair Pate visited Region V 02/21/2014 and met with staff.

Administration
Gina Giacomo, Director

The Division of Administration’s primary accomplishments in the month of February 2014 included: Sharing with all FPC employees the accomplishment of achieving 94.59% in completing performance evaluations. Achieved 100% prompt payment on invoices. The Commission workers’ Comp and liability claims were all lower than the state average by five percent or more. The Division of Administration achieved full utilization in all five key functions. The Commission now shares the spot light with one other state agency in accomplishing green in all five key functions of the utilization matrix in FY 2013-14.

Worked with Operations staff and submitted the VOCA grant request, Provided staff information on Wellness, Currently in the process of assessing all eAgent mnemonics, Submitted request for updates to the Commissions websites, Assisted with bill analysis, Submitted a Business meeting report, Coordinating the installation of additional dataports and phone lines, Worked in partnership with DOC to issue new security badges for the custodial staff and reported many issues to DMS concerning the new cleaning services.

The training team provided staff with mandatory training on Florida Code of Ethics. Employee Enrichment series on Toastmaster or better public speaking, Attended the Law Enforcement Black History breakfast and the Human Trafficking Symposium.

Division employees attended trainings/meetings on the following topics, (2) FASAAD Administration, (3) Purchasing Director meeting, (1) Human Resource, (4) CMS meetings, (1) AFSCME Negotiations training, (2) FACTS workshop, (1) AFSCME Initial Collective Bargaining Agreement meeting, (1) Negotiation session, (3) Activities committee meeting (2) Training Team meeting (1) Diversity & Inclusion in Government Sensitivity, (1) Victims Rights week planning meeting, (1) Extreme Negotiating, (1) Website meeting, (2) VOCA grant meetings and (1) EOC meeting.

Office of Clemency Investigations
Steve Hebert, Director

Pending Clemency Cases March 1, 2014

Types of Clemency Cases	February 2014
RCR Cases	12,366
Without a Hearing Cases (1,284)	
With a Hearing Cases (11,082)	
Non-RCR Cases*	8,156
Total Pending Clemency Cases	20,522

Highlights / Accomplishments for the month of February 2014 for the Office of Clemency Investigations include:

- On February 6, 2014, our office held a staff meeting in which the Director presented goals for this office which are highlighted by eliminating the backlog of Without a Hearing cases; providing personal and professional initiatives for everyone in Clemency Investigations; and increased field training and access to resource materials for everyone conducting clemency investigations.
- On February 13, 2014, 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 February 19, 2014, 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 improving data integrity for the clemency database.
- On February 20, 2014, Parole Examiner Caroline Goodner joined several other FPC members in representing the Commission at the Florida State University Career Center's "Government & Social Sciences" career fair in Tallahassee, Florida. They had an information table with Commission pamphlets, flyers, and brochures, and answered questions regarding internship opportunities with the Commission and educated students to the mission and functions of the Commission.
- The Director and staff assisted in the development of clemency information and prepared a semi-annual report for the agency's Business Meeting held on February 20, 2014.
- Conducted capital punishment clemency investigations and coordinated interviews for death row inmates.
- 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, and conducted Request for Review investigations for commutation of sentence applications.

Office of Communications

Molly Kellogg-Schmauch, Director

- Attended the Florida Public Safety Institute Black History Month Breakfast at the Pat Thomas Law Enforcement Academy with Commissioners and senior leadership team.
- Drafted talking points for the Commission's Black History Month Celebration.
- Attended conditional release training provided by Kristin Lambert.
- Presented Communications accomplishments at the Commission's semi-annual Business Meeting.
- Attended public relations training, focusing on "14 Skills Every PR Pro Must Embrace in 2014."
- Began redesign of updated Victims' Services brochure.
- Finalized beta testing of new FPC website with senior leadership team.
- Finalized Victims' Services video script and sent to production group.
- Drafted communications and events plan for National Crime Victim's Rights Week in April.
- Finalized and printed the Parole Commission's new informational brochure.
- Drafted keynote speaking points for Women's History Month event with Florida Public Safety Institute in March.
- Drafted various employee informational messages regarding upcoming events and acknowledgements including training messages.
- Coordinated and responded to various public records and media requests.

Executive Clemency
Julia McCall, Clemency Coordinator

The telephone calls for clemency status' and emails have picked up considerably as election time nears as well as visits to the agency website.

WEBPAGE STATISTICS

- 1,285,295 FPC Home Page Hits since 2008
 - Increase this month of 16,522
- 962,243 Searches for Restoration of Civil Rights Grants
 - Increase this month of 10,049
- 102,984 RCR Certificates Found
 - Increase this month of 1,054
- 64,586 RCR Certificates Printed
 - Increase this month of 536
- 375,534 RCR Grants Available

As you can see, we are a busy group.

Legal Office
Sarah Rumph, General Counsel

In January, we had the final Florida Supreme Court opinion on the FPC v. Robert Taylor case. Even though we won that case, Mr. Taylor was already in custody for another CRS violation. This month, the circuit court opinion upholding that revocation came in. Also included in this month are:

1. McCaskill v. FPC: the Commission extended Ms. McCaskill's PPRD by 24 months at its most recent review in order to allow her to complete additional institutional programs. The Court upheld this extension as within the Commission's discretion.
2. Harden v. FPC: this parole-eligible inmate was challenging the continued suspension of his PPRD and the reasons stated for that action, i.e. the serious nature of the offense, the unsatisfactory release plan, the need for further programming, and the multiple past parole violations; as well as the record support provided for those reasons. The Court again upheld the Commission's actions finding no abuse of its discretion.
3. McDougle v. FPC & DOC: this former conditional releasee challenged the revocation of his supervision. The Court upheld the Commission's decision to revoke when considering that the challenger waived his revocation hearing.

Office of Legislative Affairs
Kevin Reilly, Director

- Participated in the February 2014 Committee Week.
- Presented Legislative Affairs accomplishments at the Commission's semi-annual Business Meeting.
- Secured filing of SB 7048 related to renaming the Parole Commission.
- Met with various legislators and staff to discuss proposed Commission legislation.
- Conducted ongoing legislative constituent relations regarding various Commission functions.