



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – April 2016*

## Chair's Message

*Melinda N. Coonrod*

The Commission had a busy month of April including the observance of National Crime Victims' Rights Week and Administrative Professionals Day, valuable staff trainings and receiving notification that the agency had once again been honored with a Prudential Productivity Award.

The Commission's fourth annual observance of National Crime Victims' Rights Week (NCVRW) included an opportunity for staff members to attend the Big Bend Victim Assistance Coalition's Annual Luncheon and the Attorney General's Annual NCVRW Awards honoring the victims of crime, victims' advocates, and law enforcement. FCOR also successfully held a webinar for Commission staffers statewide featuring identity-theft expert Kevin Gilpin who provided insight into the minds of identity thieves and the specific preventative measures anyone can take to protect their identify in his hour-long How Not to Become a Victim of Crime presentation.

To thank the Commission's support personnel for their outstanding efforts and dedication, we celebrated Administrative Professional's Day and recognized those individuals who assist us in carrying out the important work we are tasked to do.

This month we also held a basic Excel training for staff members wishing to expand their knowledge of the program. All three sessions of the training were well-attended and received positive feedback from attendees. Advanced Excel training opportunities are currently being planned for staff members to attend in the near future.

Finally, the Commission's Notice to Appear program was awarded a Prudential Productivity Award this month by Florida TaxWatch which recognizes the ingenuity and cost-saving measures designed and implemented each year by Florida's state government workforce. FCOR and the members of the Notice to Appear program team will be recognized, along with other 2016 winners, at a luncheon this summer.

Please review the remainder of April's report for a complete overview of the Commission's monthly accomplishments.

Sincerely,  
Melinda N. Coonrod, Chair

## Division of Operations

*The Division of Operations is comprised of four sections: Revocations; Victims' Services; Office of the Commission Clerk; and Field Services. Twelve field offices are divided into five regional areas across the state. Operations is responsible for multiple, diverse functions relating to the administration of post-prison supervisory release programs. These supervised release programs include parole, conditional release, conditional medical release, addiction recovery, and control release supervision. The Division, through its Field Services' staff, conducts administrative hearings for violations of supervision, as well as clemency investigations for the Board of Executive Clemency.*

The first quarterly Operations call took place April 21, and a number of subjects were discussed, including Biz-Hub leases and performance evaluations, which are due June 30. Jennifer Boswell reminds us that she needs supporting documentation, such as certificates, for those with high scores on their performance measures. Kim Dickey reminded investigators not to amend notices after the max date.

Kristin Lambert had these reminders: Initial Interviews will include the investigator's calculated PPRD; Subsequent Interviews should only have a recommendation to extend, decrease, or make no change to the established PPRD; Effective Interviews should only have a recommendation to parole or extend the PPRD; and Extraordinary Interviews should only have a recommendation to parole, make no change, or bring out of suspended status.

Also, make sure to get your travel vouchers for May and June in before the end of the fiscal year, and telecommuting agreements expire at the end of June, so when you renew them make sure you have the correct form from Jennifer Boswell or Jeffrey Rigdon. Lastly, your personal holiday expires on July 1<sup>st</sup>, so take it before then or you'll lose it.

### Accomplishments: April 2016

#### Office of the Commission Clerk

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The number of cases docketed included: 498

- Parole – 44 (1 granted, 0 denied)
- Conditional Medical -1 (0 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 386
- Addiction Recovery Supervision - 67

#### Revocations

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- Warrants Issued – 152\*
- Cases Reviewed and Prepared for Docket - 136\*

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

#### Victims' Services

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- Victims' requests for information on parole, conditional release, and conditional medical cases - 268
- Victims located - 125
- Status updates to victims on parole, conditional medical and clemency cases – 245
- Assisted victims who attended parole or clemency hearings - 12

#### Field Services

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

- Parole Interviews - 51
- Revocation Interviews – 240
- Revocation Hearings - 64
- Total Interviews and Hearings for the Month - 355

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	2	2	2	2
PENDING CLEMENCY CASES	With Hearing: 309 W/o a Hearing: 9 Total Cases: 318	With Hearing: 711 W/o a Hearing: 35 Total Cases: 746	With Hearing: 756 W/o a Hearing: 24 Total Cases: 780	With Hearing: 1,369 W/o a Hearing: 79 Total Cases: 1,448	With Hearing: 898 W/o a Hearing: 36 Total Cases: 934

## 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: April 2016

- FCOR achieved 100% prompt payment compliance.
- Submitted 55 requisitions, 16 security requests, 103 Invoices Approved, 54 purchase request, 90 inner office requests, 12 work orders and 18 made deliveries.
- Completed Wireless Device Audit.
- Distributed Wellness information.
- Assist with preparing for the APAI conference.
- Attended the National Crime Stop Program.
- Submitted the Portfolio Management Report and the Lease Inventory Overview Report.
- Served as contact person for the PQC.
- Distributed Information to Central Office Employees regarding Take Our Sons and Daughters to Work program.
- Updated Agency Organizational Charts and Submitted Position Advertisements.
- Responded to DMS inquiry regarding the need to keep erroneous screens in People First and regarding Background Screening.
- Point person for the collection of nominations for Employee Awards.
- Conducted Safety Inspection and held Safety Meeting following Inspection.
- Participated in Operations Conference Call with reminders for upcoming Performance Evaluations.
- Distributed Deferred Compensation information and Income Tax Form 1095.

## 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: April 2016

Since the last legal summary, this office has completed 24 court actions for the month and received 8 positive orders (7-state courts, 1-federal court) in favor of the Commission. A few observations succinctly sums up this month’s accomplishments in the courts.

## Monthly Accomplishments Report

1. Ex post facto challenges to the extended interview intervals, (a common staple of inmate parole litigation), are dwindling away since the published opinion in Jones v. Fla. Parole Commission, 787 F. 3d 1105 (11th Cir. 2015).
2. Denials of appointed counsel in revocation hearings are being upheld and the Commission Investigators are doing a good job in setting forth the denial reasons in the record (hearing summary) for legal's use in defending against offender challenges.
3. Finally, in an interesting case where the releasee ended up in Poland before he was detained on U.S. federal authority, the court held that he was not entitled to credit for that time when his supervision was revoked

### Other Legal things to be aware of:

- Priscilla Stevens has departed the Commission to take a position with the Department of Corrections in the Gainesville area. She will be missed.
- The legal department welcomes Melissa Becker to the unit and she has been most helpful in the few short days here.
- Brandi Smith has continued her excellent work in public record responses and mail duties and of course the backbone of our unit.
- Misty Pearson has been of invaluable help this month in more ways than can be counted.
- Lastly, the legal department welcomes Ms. Rana Wallace, who will be joining us as General Counsel on May 16, 2016.

## 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: April 2016

- Wrapped up any remaining issues pertaining to the Commission during the 2016 Legislative Session.
- Attended Executive Office of the Governor Legislative Affairs Director's Meetings.
- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Met with Legislators to help educate and better inform them about the roles of the commission.
- Provided Staff with Legislative Session Summary and Bills Summary.
- Contact Legislators and staff about attending the May out of town vote and APAI Conference.

## Office of Communications

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

### Accomplishments: April 2016

- Produced clemency video for May Jacksonville hearing.
- Crafted media release for Jacksonville hearing.
- Finalized planning for APAI conference – media relations, special events, etc.
- Assisted committee with agency-wide National Crime Victims' Rights Week webinar.
- Attended NCVRW events including Attorney General's NCVRW awards and BBVAC luncheon.
- Designed PowerPoint for Chair Coonrod presentation at 1st DCA.
- Participated in the Prudential Productivity Awards coordinator teleconference for upcoming awards presentation.
- Updated all Commission materials to reflect new leadership.
- Provided ongoing media relations and internal employee communication efforts.

## 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: April 2016

- Caressa Andrews, Administrative Assistant II, represented our office very well at a local job fair co-sponsored by the Florida Department of Corrections and the United States Probation Office regarding the process for Restoration of Civil Rights. In July, Caressa will have completed 19 years with our office and has been present during many changes. We consider her our resident historian.
- OEC continues to screen 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. With the upcoming primary election in August and the general election in November, we have seen a steady increase in applications and anticipate a continued trend in the upcoming months.

### Webpage Statistics

- <https://FCOR.state.fl.us> has received **14,740,323** hits with **1,185,992** searches for Restoration of Civil Rights (RCR) grants.
- **141,597** names were located and **83,369** certificates have been printed.
- Currently **376,912** RCR certificates are available for printing through the [www.FLrestoremyrights.com](http://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: April 2016

- On April 14, 2016, training was provided to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations.
- On April 26, 2016, Brandy Fortune-Berman from Clemency Investigations and Caressa Andrews-Moye from the Office of Executive Clemency represented the Commission at a community resource and employment fair in Tallahassee. They assisted approximately 85 people who came by our clemency table at this event hosted by the Florida Department of Corrections and the United States Probation Office.
- Prepared investigations for the upcoming Clemency Board Meeting, conducted investigations on capital punishment clemency cases and Requests for Review for Commutation of Sentence cases, conducted quality assurance reviews of field investigations, provided customer service to clemency applicants, and assisted in the development of clemency data requests.