



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – August 2016

Chairman's Message

Melinda N. Coonrod

While August was a productive month for the Commission, it was not without its difficulties. As we braced for the worst prior to Hurricane Hermine's landfall and dealt with the devastation afterwards, I was proud to see Commission staff pull together and help each other where they could. This team has always been one to put others first, and for that I am truly grateful. Thank you.

Commissioners Davison and Wyant, along with several staff members, traveled to the 87th Annual Florida Council on Crime and Delinquency (FCCD) Conference and Training Institute in Daytona Beach this month to enhance their knowledge of public safety, as well as discover new opportunities to improve the services we provide the residents of our state. The Commission's Director of Administration and FCCD State President, Gina Giacomo, has our thanks and appreciation for organizing such a beneficial event for criminal justice professionals in Florida.

I'm incredibly proud of the Commission's dedication to providing training opportunities for staff. Director of Central Office Operations, Laura Tully, led a training at the FCCD conference which has received a great amount of praise. I'm thrilled that several employees from our regional offices were able to attend the conference and participate in the training.

As we move into September, I am excited to further our crime prevention efforts, explore new partnerships, and successfully complete the many goals we have set forth as we work to keep Florida's communities safe. I invite you to continue reading this report to learn more about the Commission's accomplishments during the month of August.

Sincerely,

Melinda N. Coonrod
Chairman

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.

Accomplishments: August 2016

Office of the Commission Clerk

The number of cases docketed included: 732

- Parole - 81 (1 granted, 0 denied)
- Conditional Medical - 2 (1 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 551
- Addiction Recovery Supervision - 98

Revocations

- Warrants Issued - 193*
- Cases Reviewed and Prepared for Docket - 127*

**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 - 205
- Victims Located - 35
- Status updates to victims on parole, conditional medical and clemency cases - 222
- Assisted victims who attended parole or clemency hearings - 29

Field Services

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

- Parole Interviews - 59
- Revocation Interviews - 208
- Revocation Hearings - 75
- Total Interviews and Hearings for the Month - 342

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	2	5	1	5
PENDING CLEMENCY CASES	With Hearing: 308 W/o a Hearing: 42 Total Cases: 350	With Hearing: 657 W/o a Hearing: 34 Total Cases: 691	With Hearing: 723 W/o a Hearing: 2 Total Cases: 725	With Hearing: 1358 W/o a Hearing: 47 Total Cases: 1405	With Hearing: 909 W/o a Hearing: 26 Total Cases: 935

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: August 2016

- Managed the 365 Solution e-mail and desktop conversion.
- FCOR achieved 100% prompt payment compliance.
- Submitted 16 requisitions, 13 security requests, 13 purchase requests, 103 invoices, 69 inner office requests, 15 work orders, and made 24 deliveries.
- Completed Monthly budget documents for the Chairman's office.
- Conducted internal audit follow up meeting.
- Prepared Business Meeting report.
- Submitted the Authorized Signature Page to DFS for Payroll.
- Added FY 16-17 budget to the three lease agreements in FACTS.
- Submitted the CSFA Certification.
- Submitted the ADEBI Survey.
- Attended the Introduction to Schedule I class & FASAAD Meeting.
- Conducted the Attractive property Inventory.
- Distributed Address Verification Process Information.
- Responded to Public Records Request.
- Completed Agency Contact Matrix for DMS.
- Submitted OPS employees report to Governor's Office, House and Senate Appropriations Staff Directors.
- Attended Change Management Workshop, Interagency Advisory Council Meeting, and Human Resource Officer's Meeting.
- Distributed Wellness information.

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: August 2016

During the month of August, the Office of the General Counsel generated thirty-four (34) court filings, including briefs, responses, motions, orders, and notices.

During the month of August, the Commission received eight (8) positive orders, all from state courts. 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 conditional release revocation, the placement of an offender on conditional release, the Commission's authority to suspend a PPRD, the reasons set forth for a suspension of a PPRD, and the Commission's decision not to mitigate based on particular information set forth by an inmate.

Of special note is the order denying the inmate's petition for writ of habeas corpus in *Davis, v. Commission*, Orange County Case No. 2016-CA-4966. In *Davis*, the Petitioner alleged that after he was arrested for violating several conditions of his conditional release, he was denied due process during his revocation hearing because he was unable to confront and cross-examine adverse witnesses, have evidence presented at the hearing, examine evidence used against

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him, present particular documents for consideration at the hearing, and require the appearance of particular witnesses, including his step-father and the conditional release officer who charged him with the violations. The Petitioner further argued that the telephonic appearance of a witness who read his conditional release officer's notes and reports into the record allowed her to review material to which he did not have access and that he "could not cross-examine notes." The Petitioner alleged he did not waive particular rights, including the right to have witnesses present at the hearing or to have the hearing within 45 days. The Court found that none of the Petitioner's claims had merit based on the reasons set forth in the Commission's response and "adopted and incorporated by reference" the Commission's response in its order.

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: August 2016

- Attended Executive Office of the Governor Legislative Affairs Director's meeting to discuss the planning and timeline for 2017 Legislative Session.
- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Helped assist with educating legislators, staff, and their constituents in the Restoration of Civil Rights process ahead of the upcoming 2016 elections.

Office of Communications

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

Accomplishments: August 2016

- Provided ongoing media relations and internal employee communication efforts.
- Provided regular communication from the Governor's office to staff regarding Hurricane Hermine.
- Prepared talking points for September business meeting.
- Prepared Communications report for September business meeting.
- Crafted talking points for FCCD Conference.
- Composed welcome letter for FCCD Conference attendees.
- Provided DMS a profile on the Commission for new People First agency page.
- Joined the APAI Public Relations/Communications Committee.
- Distributed information regarding the 2017 Prudential Productivity Awards.

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: August 2016

The Office of Executive Clemency 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 primary election this month, we saw an increase of 200 additional applications during the month and a considerable increase in the number of calls to our office.

From July 2015-June 2016, OEC responded to 17,054 calls, an increase of 3,863 calls from the previous year.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **19,184,232** hits with **1,228,827** searches for Restoration of Civil Rights (RCR) grants.
- **149,037** names were located and **86,504** certificates have been printed.
- Currently **377,065** RCR certificates are available for printing through the 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: August 2016

- On August 11, 2016, training was provided to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations.
- Implemented new procedure for transmitting completed clemency investigations from field offices to Clemency Investigations.
- Prepared investigations for the upcoming Clemency Board Meeting and conducted quality assurance reviews of field investigations.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Assisted in the development of clemency information for multiple agency reports.
- Provided customer service to clemency applicants, and assisted in responses for clemency information/data requests.