



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – December 2016*

## Chairman's Message

*Melinda N. Coonrod*

As 2016 concluded, I couldn't help but reflect on the past year and the Commission's many accomplishments. With the support of our partners in criminal justice and the dedication of our diligent staff, the Commission continued its impressive commitment to protecting the residents and visitors of the great state of Florida. We provided accurate information to the Clemency Board for quarterly clemency hearings, held three successful out-of-town hearings, performed 20,205 victim assists, and continued to strengthen relationships with other public safety and law enforcement agencies on a local, national, and global scale.

This year we were thrilled to welcome Commissioner Wyant and several new employees in both our central and regional offices – all of whom who have proven to be great assets to the Commission and our wonderful team. Together, I know we will continue to build on our successes into the new year as we 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.

December was just as impressive as the preceding months. The Board of Executive Clemency held its fourth and final clemency hearing of 2016 at the Capitol on December 7. Once again, the diligent work of our clemency staff resulted in a successful hearing with a total of 80 cases placed before the board for consideration.

Our accomplishments were also showcased in our newly printed 2016 Annual Report. We set the bar quite high at the start of the year, but it was evident just how well we rose to the occasion. I'm confident that we will continue to set and exceed expectations well into 2017. We concluded the month as we do every year, by coming together as a team for our holiday brunches and gatherings in our central and regional offices. These events remind us of the importance of taking a moment to enjoy each other's company and to recognize our good fortune.

As we move forward into 2017, it is my hope that we treat each day like a new year: embrace new opportunities, set new goals, and work our hardest to fulfill them. Please continue reading this report to learn more about the Commission's accomplishments during the month of December.

Sincerely,

Melinda N. Coonrod  
Chairman

## Division of Operations

*The Division of Operations is the largest unit of the Commission and is comprised of four sections: the Revocations Unit, Victims' Services, Office of the Commission Clerk, and Field Services. Twelve field offices are divided among five regional areas across the state with each region staffed by an Administrator who directs the day-to-day activities of the professionals and support staff assigned to offices located within the region.*

*Operations is responsible for multiple functions in the administration of post prison supervisory release programs. These supervised release programs include parole, conditional medical release, control release, conditional release, and addiction recovery release supervision. Through its Field Services staff, Operations conducts parole interviews, administrative hearings for alleged violations of supervision, as well as clemency investigations for the Board of Executive Clemency.*

### Accomplishments: December 2016

#### Office of the Commission Clerk

The number of cases docketed included: 544

- Parole - 75 (3 granted, 0 denied)
- Conditional Medical - 1 (1 granted, 0 denied, 0 deceased prior to the vote)
- Conditional Release - 397
- Addiction Recovery Supervision - 67

#### Revocations

- Warrants Issued - 182\*
- Cases Reviewed and Prepared for Docket - 118\*

*\*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 - 136
- Victims Located - 31
- Status updates to victims on parole, conditional medical and clemency cases – 360
- Assisted victims who attended parole or clemency hearings - 30

#### Field Services

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

- Parole Interviews - 65
- Revocation Interviews - 180
- Revocation Hearings - 43
- Total Interviews and Hearings for the Month – 288



REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	4	1	2	3
PENDING CLEMENCY CASES	With Hearing: 301 W/o a Hearing: 16 Total Cases: 317	With Hearing: 631 W/o a Hearing: 47 Total Cases: 678	With Hearing: 733 W/o a Hearing: 40 Total Cases: 773	With Hearing: 1316 W/o a Hearing: 41 Total Cases: 1357	With Hearing: 893 W/o a Hearing: 34 Total Cases: 927

## 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: December 2016

- FCOR achieved 100% prompt payment compliance.
- Submitted 10 requisitions, 17 security requests, 15 purchase requests, 110 invoices, 79 inner office requests, 7 work orders, and made 37 deliveries.
- Submitted a budget amendment for two performance measures.
- Distributed Wellness information.
- Attended Human Resources Officers Meeting, FLSA work group, and FASAAD meetings.
- Participated in the Statewide Travel Management System.
- Updated Travel and P-card Procedure Directive.
- Attended Active Shooter training.
- Established a new process for recycling.
- Scanning project has begun for previous year’s vouchers.
- Indexing of Procedure Directives has been completed.
- Revised back all changes to position attributes to over time eligible and FLSA work period.

## 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: December 2016

During the month of December, the Office of the General Counsel generated thirty-five (35) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to 63 public records requests.



During the month of December, the Commission received thirty (30) positive orders, from both state circuit and appeals courts and in federal appeals 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 supervision revocation, the placement of an offender on conditional release, the Commission's discretionary authority to impose special conditions in a conditional release order, the Commission's authority to suspend a PPRD, the reasons set forth for a suspension of a PPRD, and the Commission's decision to aggravate for unsatisfactory institutional conduct and its decision not to mitigate based on particular information set forth by an inmate. Inmate petitions for writs of certiorari, for all writs, and for writs of prohibition were denied the District Courts of Appeals.

## 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: December 2016**

- 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.

## Office of Communications

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

### **Accomplishments: December 2016**

- Provided ongoing media relations and internal employee communication efforts.
- Completed and distributed the Annual Report.
- Provided media assistance at the December clemency hearing.
- Drafted *Clemency: By the Numbers* fact sheet for clemency hearing.
- Provided Corrections the requirements and specifications for new media and news clips databases.

## 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: December 2016**

The final clemency meeting of 2016 was held on December 7, where 80 cases were heard. We had 29 applicants appear and several applicants with individuals who spoke on their behalf. The meeting commenced at 8:10 a.m. and adjourned at 11:48 a.m.

The Executive Orders for applicants who were granted clemency were circulated for signatures and will be filed with the Secretary of State. Copies are then mailed to the applicants. The prep work for the next clemency meeting in March 2017 has already begun.

The main goal of the Office of Executive Clemency is to screen the 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. Detailed correspondence is provided to the applicants explaining the next steps in the process and advising of any additional information that is needed to move forward. Excellent customer service will continue to be a priority.

We also wish to welcome Laura Buen as our newest Senior Clerk assigned as one of our front line call takers. As a prior property manager, Laura brings a great deal of customer service experience. Tanya Gutierrez-Tapia has returned from maternity leave and has jumped back onboard.

### **Webpage Statistics**

- <https://FCOR.state.fl.us> has received **23,301,975** hits with **1,266,840** searches for Restoration of Civil Rights (RCR) grants.
- **156,402** names were located and **89,278** certificates have been printed.
- Currently **377,267** 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: December 2016**

- On December 7, 2016, the Governor and Cabinet, sitting collectively as the Clemency Board, held its fourth quarterly Clemency Board Meeting. The Commission completed and submitted 80 in-depth clemency investigations for consideration by the Board. The Chairman provided detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- On December 8, 2016, training was provided to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations.
- Conducted quality assurance reviews of With and Without a Hearing investigations completed by field offices.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Provided customer service to clemency applicants and assisted in responses to public records requests and legislative inquires for clemency information/data requests.