



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – June 2016

Chairman's Message

Melinda N. Coonrod

June was a busy month for the Commission as we attended the second clemency hearing of the year, received a well deserved honor, and made the necessary preparations for the addition of Commissioner David A. Wyant.

On June 15, the Notice to Appear team attended the Prudential Productivity Awards at the Civic Center in Tallahassee where they were honored for their hard work and ingenuity. I am so proud to work with a team that continues to raise the bar and continues to serve the citizens of our state. The recognition is well deserved.

Training continues to be an integral part of the agency as we welcomed FDC Staff Development Trainer Bill Brewer who educated staff on preparing for active shooter situations. "Beyond Survival" was an incredible hands-on learning experience for staff and we look forward to working with Corrections in the future for more of these great opportunities.

The Board of Executive Clemency held its second clemency hearing of 2016 at the Capitol on June 24. The meticulous work of our clemency staff resulted in a successful hearing with 95 cases placed before the Board for consideration.

Finally, I'd like to thank all staff who tirelessly worked throughout June to prepare for the arrival of Commissioner Wyant. From website updates to preparing his office, I am incredibly appreciative. Thank you for making his welcome a warm one.

I am continually impressed by the excellent service our agency provides to the citizens and visitors of our state to ensure public safety. I encourage you to review the remainder of June's report for a complete overview of the Commission's monthly achievements.

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: June 2016

Office of the Commission Clerk

The number of cases docketed included: 819

- Parole – 98 (4 granted, 1 denied)
- Conditional Medical -3 (2 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 594
- Addiction Recovery Supervision - 124

Revocations

- Warrants Issued - 179*
- Cases Reviewed and Prepared for Docket - 141*

**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 - 251
- Victims Located - 68
- Status updates to victims on parole, conditional medical and clemency cases - 359
- Assisted victims who attended parole or clemency hearings - 24

Field Services

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

- Parole Interviews - 52
- Revocation Interviews - 226
- Revocation Hearings - 62
- Total Interviews and Hearings for the Month - 340

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	2	2	2	4
PENDING CLEMENCY CASES	With Hearing: 301 W/o a Hearing: 23 Total Cases: 324	With Hearing: 653 W/o a Hearing: 58 Total Cases: 711	With Hearing: 729 W/o a Hearing: 21 Total Cases: 750	With Hearing: 1,323 W/o a Hearing: 82 Total Cases: 1,405	With Hearing: 896 W/o a Hearing: 29 Total Cases: 925

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: June 2016

- FCOR achieved 100% prompt payment compliance.
- Submitted 81 requisitions, 13 security request, 64 purchase request, 117 inner office requests, 5 work orders and made 22 deliveries.
- Completed Monthly budget documents for the Chairman's office
- Distributed Wellness information
- FCOR had no on demand payments
- Responded to DFS pcard and voucher inquiries
- Attended Payroll Fundamentals Training and DMS Corrective Action Plans
- Central Office Phone Lines, Cable and Data Ports project
- Attended the PALM Payroll Process Model and Requirements Review Workshop and completed Florida PALM Project Agency Response
- Submitted the Nominal Lease to DMS for the Miami office
- Revised and Submitted the VOCA Application
- Submitted the Pcard Management Rep Letter
- Met with the Auditors
- Notified all employees of the lodging restrictions
- Managed the Commissioner suite renovation
- Updated Agency Organizational Charts to reflect position movement and staffing changes
- Completed DMS SLT and SLP Survey
- Updated EAP Critical Incident Agency Contact List for DMS
- Completed Annual Workers Comp Survey
- Completed Annual Shared Savings Questionnaire
- Collected updated Telecommuting Agreements
- Collected Dual Employment Forms
- Attended Beyond Survival Training
- Hosted site visit for Al Bunner from Voya (Deferred Comp Representative)
- Attended Background Screening Workshop at DMS 6/21

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: June 2016

During the month of June, the Office of the General Counsel generated twenty-seven (27) court filings, including briefs, responses, motions, orders, and notices.

During the Month of June, the Commission received eleven (11) positive orders, all from state courts. These orders are of the nature reaffirming long-held and long-standing precedent governing some of the more common challenges presented against the Commission, e.g., forfeiture of credit for gain time earned and denial of credit while on

supervision when conditional release is revoked, extension of PPRD dates, releasing an inmate to conditional release, and the like.

A couple of interesting holdings from the orders received during the month of June include:

In the order denying the inmate's petition for writ of mandamus in *Tarver v. Comm'n on Offender Review*, Leon County Case No. 2015 CA 002068, the court considered the inmate's claim that the Commission did not comply with public records law. The inmate sought public records from the Commission, the Commission provided the records via US Mail to the inmate at his institutional address, but the records were returned from the institution marked "sender not authorized." The inmate alleged that the Commission had some further ministerial duty to ensure delivery of the records to him. The court found that the Commission complied with the inmate's public records request, that there was no failure on the part of the Commission to perform any required ministerial duty as alleged by the inmate, and that the Commission acted in good faith in its public records response to the inmate.

In the order denying the inmate's petition for writ of habeas corpus in *Terry v. Comm'n on Offender Review*, Santa Rosa County Case No. 2016 CA 000348, the court considered the inmate's claim that the Commission acted outside of its authority when it increased the length of his conditional release supervision. Apparently, the inmate was originally instructed that his conditional release supervision was to end in 2010. The 2010 date was an error. The inmate's conditional release supervision was to end in 2019. The Commission endeavored to correct this error and informed the inmate that his conditional release supervision would not end until 2019. In 2011, the inmate's conditional release was revoked and he was returned to the Department. The court held there was no double jeopardy or other violation of the law by the Commission's extension of the 2010 date and the extension of the conditional release date to 2019, and the inmate was not entitled to release from prison.

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: June 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: June 2016

- Provided ongoing media relations and internal employee communication efforts.
- Updated the Commissioner Training Manual & Reference Guide.
- Provided media assistance at the June 24 Clemency Hearing.
- Attended the 2016 Prudential Productivity Awards as the agency coordinator.
- Composed the Association of Paroling Authorities International (APAI) wrap-up article.
- Composed and distributed press release regarding new Director of Communications.
- Updated agency website to reflect recent staff changes.

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: June 2016

- June brings us to saying “welcome aboard” to Stephine Loudner, our new OPS Senior Clerk. Stephine was interviewed for the job and a short time later she started with us and immediately went into training. Stephine joins Antoine Dickey, now a “seasoned” call taker with our office. Our call takers are our “front line and voice of clemency.” As a call taker with our office, you are the first contact person who provides explanations and guidance to callers pursuing all forms of clemency.
- 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.
- June also generated a lot of interest regarding the clemency meeting held June 24th. The Executive Clemency Board heard 95 cases. The pre and post tasks for these meetings requires a great deal of tracking and making sure that all of the applicants who are scheduled to be on the agenda are notified by mail, receives a courtesy follow-up call or an email is sent. Events during and after the case being heard must be properly documented and the applicants also advised of the Board’s decisions.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **16,770,662** hits with **1,204,209** searches for Restoration of Civil Rights (RCR) grants.
- **144,628** names were located and **84,685** certificates have been printed.
- Currently **377,042** 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: June 2016

- On June 9, 2016, the clemency database was upgraded to include an improved Notes system and Quick Search feature.
- On June 9, 2016, training was provided to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations.
- On June 24, 2016, the Governor and Cabinet, sitting collectively as the Clemency Board, held its second quarterly Clemency Board Meeting. The Commission completed and submitted 95 in-depth clemency investigations for consideration by the Board. The Chair provided detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- Conducted criminal history reviews and developed information to produce the annual Restoration of Civil Rights’ Recidivism Report provided to the Clemency Board on July 1, 2016, as required by the Rules of Executive Clemency.
- 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. In June, a total of 96 boxes containing 2,034 clemency files were boxed and indexed by the five regions and Clemency Investigations, labeled and picked up by the Storage Records Center.

Monthly Accomplishments Report

- Prepared investigations for the upcoming Clemency Board Meeting, conducted investigations on Requests for Review for Commutation of Sentence cases, conducted quality assurance reviews of field investigations, provided customer service to clemency applicants, and assisted in responses for clemency information/data requests.