



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – November 2016

Chairman's Message

Melinda N. Coonrod

November at the Commission is always an important and significant time. We honored our nation's heroes on Veterans Day, returned thanks for our many blessings on Thanksgiving, and bore witness to another historical presidential election.

On November 10, I had the honor of attending the 2016 Florida Veterans Hall of Fame Ceremony. I was incredibly humbled to be a part of such a momentous occasion. Events such as these are important reminders of the many sacrifices of those who courageously fought, and those who are fighting still, for our freedoms.

That same day, our Legislative Affairs and Communications Directors attended and presented the agency's Legislative Budget Request (LBR) to the Office of Policy and Budget at the Capitol. These meetings are vital in updating the Governor's Office and other stakeholders on the great progress and direction of the Commission. It was also a great opportunity to meet with other criminal justice entities and representatives who share our mission of ensuring public safety.

The clemency office once again went above and beyond this month as they worked diligently to be available to Supervisors of Elections across the state on election night. Team members stayed well into the evening to make sure every call and inquiry was answered. Thank you for your diligence and dedication.

Finally, on November 17 Central Office joined together in fellowship to express our gratitude during our annual Thanksgiving luncheon. It was lovely to see the team take a well-deserved break, and enjoy each other's company as we returned thanks for life's many blessings.

Please continue reading this report to learn more about the Commission's accomplishments during the month of November.

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: November 2016

Office of the Commission Clerk

The number of cases docketed included: 775

- Parole - 58 (0 granted, 0 denied)
- Conditional Medical - 3 (2 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 615
- Addiction Recovery Supervision - 96

Revocations

- Warrants Issued - 155*
- Cases Reviewed and Prepared for Docket - 173*

**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 - 203
- Victims Located - 55
- Status updates to victims on parole, conditional medical, and clemency cases - 356
- Assisted victims who attended parole or clemency hearings - 34

Field Services

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

- Parole Interviews - 76
- Revocation Interviews - 159
- Revocation Hearings - 49
- Total Interviews and Hearings for the Month - 284

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	0	3	2	2
PENDING CLEMENCY CASES	With Hearing: 287 W/o a Hearing: 21 Total Cases: 308	With Hearing: 648 W/o a Hearing: 45 Total Cases: 693	With Hearing: 730 W/o a Hearing: 44 Total Cases: 774	With Hearing: 1327 W/o a Hearing: 40 Total Cases: 1367	With Hearing: 891 W/o a Hearing: 34 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: November 2016

- FCOR achieved 100% prompt payment compliance.
- Submitted 16 requisitions, 19 security request, 16 purchase request, 15 invoices, 60 inner office requests, 6 work orders, and made 17 deliveries.
- Administration staff completed CPR training
- Responded to Public Records Request
- Submitted the Crime Insurance Renewal Schedule
- Addressed phone issues statewide
- Distributed Wellness information
- Completed the Technical audit with FDLE. Met with DC IT on CJIS issues
- Attended the FASAAD Meeting
- Submitted the 2016 SEFA Management Rep Letter
- Attended Human Resources Officers Meeting and FLSA work group.
- Worked with DMS for the directory in the lobby to be updated
- Audited and updated the log books for the state vehicles
- Mail process revised to streamline process
- Submitted the 2016 Statewide Financial Statement Management Rep Letter
- Hosted Capital Insurance site visit for open enrollment
- Updated Employee Separation Procedure Directive
- Distributed information regarding healthcare flexible spending account limit increase, and administrative leave for voting purposes and overtime eligibility change information to employees
- Completed shredder project
- Attended Collective Bargaining Negotiation meetings on 11/14 and 11/15

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: November 2016

During the month of November, the Office of the General Counsel generated twenty (20) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to 90 public records requests.

During the month of November, the Commission received seventeen (17) positive orders, both state courts, district courts of appeals, the Florida Supreme Court, and the United States Supreme Court. 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 in the United States Supreme Court and 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: November 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.
- Helped assist with educating legislators, staff, and their constituents in the Restoration of Civil Rights process ahead of the upcoming 2016 elections.
- Track trends important race in the 2016 which could have an effect on FCOR.

Office of Communications

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

Accomplishments: November 2016

- Provided ongoing media relations and internal employee communication efforts.
- Participated in the APAI Public Relations Committee conference call.
- Prepared annual report for printing.
- Released the November edition of *Let's Review* newsletter.
- Composed letters to Leon County high schools regarding crime prevention videos.
- Presented the Commission Legislative Budget Request (LBR) for the OPB.

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: November 2016

As anticipated, the General Election kept us quite busy before Election Day and the day of the election. Our office took 352 calls and Clemency Investigations reported 19 calls specifically related to the election.

The day after we continued with prepping for the upcoming December clemency meeting, assuring that applicants on the agenda received their investigative reports and any and all questions or concerns are answered.

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.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **22,275,612** hits with **1,259,045** searches for Restoration of Civil Rights (RCR) grants.

- **155,794** names were located and **88,589** certificates have been printed. Currently **377,225** RCR certificates are available for printing through 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: November 2016

- On November 10, 2016, training was provided to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations.
- Prepared investigations for the upcoming Clemency Board Meeting and 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.
- Assisted in responses to public records requests and in other responses for clemency information/data requests.