



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – October 2016*

## Chairman's Message

*Melinda N. Coonrod*

As October began, I was humbled to see Commission team members assist those in need as Hurricane Matthew battered the coast of Florida and states to our north. Several Central Office employees dedicated their time and efforts answering phones at the Florida Emergency Information Line (FEIL), assisting those who found themselves in the direct path of the storm. Thank you, team, for always going above and beyond.

On October 12, the Commission traveled to Miami-Dade County for the out of town vote at Everglades Correctional Institution. Thanks to the hard work of our staff, and in coordination with FDLE, Corrections, and DJJ, the meetings were successful and well attended. Several guests from the surrounding communities were in attendance: Judge Marisa Tinkler Mendez, Warden John Willis with Charlotte CI, Warden Glenn Morris and Assistant Warden Lori Norwood of Dade CI, Warden Elizabeth Mallard of Martin CI, and Warden Claude Maye of South Bay CI. Additionally, many families and supporters of the inmates and victims spoke on behalf of their loved ones and expressed their appreciation to the Commission for coming to their community to have their voices heard.

With a voter registration deadline of October 18, the clemency office saw a dramatic increase in calls and emails throughout the month. Thanks to the hard work and dedication of the office, inquiries were responded to in an efficient, helpful, and timely manner. Additionally, certificates from the September 21 clemency hearing were delivered well ahead of the voter registration deadline. The clemency team continues to prove that they are an incredible asset to the Commission and state.

I can't state enough what an incredible team we have at the Commission. The dedication to your duties and to the State of Florida is quite noteworthy, but it's your commitment to helping others that truly blows me away. Thank you.

I encourage you to continue reading this report to learn more about the Commission's accomplishments during the month of October.

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: October 2016

#### Office of the Commission Clerk

The number of cases docketed included: 503

- Parole - 62 (0 granted, 0 denied)
- Conditional Medical - 2 (2 granted, 0 denied, 0 deceased prior to the vote)
- Conditional Release - 371
- Addiction Recovery Supervision - 65

#### Revocations

- Warrants Issued - 138\*
- Cases Reviewed and Prepared for Docket - 136\*

\*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 - 224
- Victims Located - 80
- Status updates to victims on parole, conditional medical, and clemency cases - 572
- Assisted victims who attended parole or clemency hearings - 12

#### Field Services

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

- Parole Interviews - 84
- Revocation Interviews - 185
- Revocation Hearings - 40
- Total Interviews and Hearings for the Month - 309

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	3	0	4	1
PENDING CLEMENCY CASES	With Hearing: 301 W/o a Hearing: 26 Total Cases: 327	With Hearing: 650 W/o a Hearing: 43 Total Cases: 693	With Hearing: 736 W/o a Hearing: 48 Total Cases: 784	With Hearing: 1330 W/o a Hearing: 41 Total Cases: 1371	With Hearing: 900 W/o a Hearing: 35 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: October 2016

- FCOR achieved 100% prompt payment compliance.
- Submitted 22 requisitions, 17 security request, 20 purchase request, 95 invoices, 80 inner office requests, 8 work orders, and made 27 deliveries.
- Managed the 365 Solution e-mail and desktop conversion issues.
- Responded to Public Records Request.
- Addressed phone issues statewide.
- Successfully completed office supplies sway day for FCOR C.O. staff.
- Distributed Wellness information.
- 1099 Representation Checklist.
- Audit Certification VOCA.
- Posted LBR & CIP to the Florida Fiscal Portal.
- Assisted with Employee Separation Procedure Directive.
- Attended a Cloud Computing workshop hosted by FDLE.
- Operated the Florida Emergency Information Line on 10/7.
- Distributed information regarding Office Closures, Position Advertisements, FSECC, Open Enrollment, and Benefit Fairs.
- Verified FACTS Users.
- Kick Off Meeting for Statewide Travel Management System; Sent all requested Documents for Travel – Travel Voucher, Travel Advance, Mission Statement, Blanket Approval, Authorization to Travel, Travel Policy and filled out and submitted the Discovery Documents and Workflow.
- Met with DC IT and Budget for IT LBR Issue.
- Attended the FASAAD Meeting.
- Attended Human Resources Officers Meeting and FLSA work group.

## 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: October 2016

During the month of October, 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 68 public records requests.

During the month of October, the Commission received twenty-one (21) 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, the Florida Supreme Court, and the First District Court 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: October 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.
- Prepared the Agency's LBR for presentation.
- Tracked important trends in the 2016 race 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: October 2016**

- Provided ongoing media relations and internal employee communication efforts.
- Prepared media packets for the Miami-Dade hearing.
- Attended meetings of the Financial Impact Estimating Committee (FIEC) regarding proposed amendment regarding restoration of voting rights.
- Drafted correspondence to attendees of the Miami-Dade hearing.
- Participated in the APAI Public Relations Committee conference call.
- Distributed information from the Executive Office of the Governor to staff regarding Hurricane Matthew.
- Began compiling data for Annual Report.

## 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: October 2016**

October's biggest challenge was to stay on top of the increased number of calls and emails from applicants regarding their clemency status in preparation for their voting in the November General Election. Additional staff have assisted the primary call takers with responses.

The Coordinator, Julia McCall, provided information regarding details of the clemency process to conference members of the Florida Legislature, Office of Economic and Demographic Research. The purpose of this conference was to analyze the process and submit a report to the Attorney General and Secretary of State depicting the financial impact of the proposed Voting Restoration Amendment (14-01).

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 **21,187,266** hits with **1,251,577** searches for Restoration of Civil Rights (RCR) grants.
- **153,215** names were located and **88,075** certificates have been printed.
- Currently **377,222** 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: October 2016**

- 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.
- Assisted in the development of clemency information for agency reports.
- Provided customer service to clemency applicants.
- Assisted in responses to public records requests and in other responses for clemency information/data requests.