



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – September 2016

Chairman's Message

Melinda N. Coonrod

September was a flurry of activity at the Commission as we jumped back into our routines following Hurricane Hermine.

On September 8, the Commission held its Business Meeting where we outlined our many accomplishments and recognized staff during the annual awards ceremony. I'm thrilled to have the opportunity to recognize the impressive accomplishments of so many of our team members. Thank you for your continued dedication and hard work.

The Board of Executive Clemency held its third quarterly clemency hearing of the year on September 21. The Office of Executive Clemency did a tremendous job following the hearing in ensuring that certificates were delivered to recipients by the voter registration deadline. A total of 82 cases were investigated and placed before the Clemency Board for consideration.

On September 30, the Commission released its Long Range Program Plan (LRPP) for fiscal years 2017-18 through 2021-22. The LRPP establishes our goals, five-year planning horizon, and outlines our objectives for the next few years. The final product was a coordinated effort across departments. Thank you to everyone who helped in the planning, research, and composition of our LRPP.

Several trainings were held in Central Office and throughout our regional offices during the month. In Central Office, we welcomed Dr. Carolyn Stimel who held a presentation on Vicarious Trauma, a workshop that has proven beneficial to those who work with violent and disturbing material. We received wonderful feedback on the material that was presented. I encourage you to share your ideas for future training topics as we are always looking to provide these opportunities to our staff.

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

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: September 2016

Office of the Commission Clerk

The number of cases docketed included: 498

- Parole - 62 (1 granted, 0 denied)
- Conditional Medical - 5 (1 granted, 4 denied, 0 deceased prior to the vote)
- Conditional Release - 372
- Addiction Recovery Supervision - 59

Revocations

- Warrants Issued - 173*
- 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 - 181
- Victims Located - 55
- Status updates to victims on parole, conditional medical and clemency cases - 469
- Assisted victims who attended parole or clemency hearings - 54

Field Services

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

- Parole Interviews - 66
- Revocation Interviews - 226
- Revocation Hearings - 64
- Total Interviews and Hearings for the Month - 356

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	1	5	0	6
PENDING CLEMENCY CASES	With Hearing: 305 W/o a Hearing: 36 Total Cases: 341	With Hearing: 653 W/o a Hearing: 41 Total Cases: 694	With Hearing: 726 W/o a Hearing: 42 Total Cases: 768	With Hearing: 1356 W/o a Hearing: 52 Total Cases: 1408	With Hearing: 894 W/o a Hearing: 23 Total Cases: 917

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: September 2016

- Managed the 365 Solution e-mail and desktop conversion issues.
- FCOR achieved 100% prompt payment compliance.
- Submitted 27 requisitions, 15 security request, 20 purchase request, 68 invoices, 90 inner office requests, and 7 work orders, and made 43 deliveries.
- Completed monthly budget documents for the Chairman's office.
- Responded to Public Records Request.
- Addressed phone issues statewide.
- Distributed Wellness information.
- Responded to the Fire Marshal Report.
- Responded to DFS pcard and voucher inquiries.
- Attended the FASAAD Meeting.
- Responded to the DFS Delinquent Account Request.
- Met with DC IT and Budget for IT LBR Issue, drafted LBR issues.
- Responded to DFS request for the Pcard agreement with Bank of America.
- VOCA contract executed and delivered.
- Updated the Grants database with OPB for the grant award amount.
- Assisted with drafting and posted the LRPP to the Florida Fiscal Portal.
- Pcard Audit conducted.
- Submitted Sunset Review Questionnaire to the Senate.
- Provided July 1 Org Charts for LBR.
- Updated Employee Handbook to reflect new EAP provider information.
- Distributed information regarding E4 Health, FSECC and Open Enrollment.
- Attended Business 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: September 2016

During the month of September, the Office of the General Counsel generated forty-three (43) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to 132 public records requests.

During the month of September, the Commission received fifteen (15) positive orders, both from state courts and district courts of appeals. 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 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.

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: September 2016

- Attended Executive Office of the Governor Legislative Affairs Director's meeting to discuss the planning and timeline for 2017 Legislative Session.
- Assisted with drafting the Legislative Budget Request (LBR) and presenting it to the Governor's Office of Policy and Budget (OPB).
- 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.
- Drafted and sent invitation to legislators and staff to attend the Commission's October 12th hearings in Miami-Dade County.

Office of Communications

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

Accomplishments: September 2016

- Provided ongoing media relations and internal employee communication efforts.
- Attended and presented at September Business Meeting.
- Filmed training: *Dealing with Difficult Material*.
- Assisted members of the media at the September 21 clemency hearing.
- Participated in the APAI Public Relations Committee conference call.
- Distributed information from the Executive Office of the Governor to staff regarding Hurricane Hermine.
- Crafted media advisory for Miami-Dade hearings.
- Crafted talking points for September Business Meeting.
- Provided photography for the Annual Employee Awards.
- Updated *Clemency by the Numbers* one-pager.
- Crafted letter to interested parties regarding crime prevention videos.
- Attended regular meetings regarding the Long Range Program Plan (LRPP).
- Drafted LRPP for distribution, and posted to FCOR website.

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: September 2016

September had many work challenges in addition to Hurricane Hermine. Staff was able to pick up and run with their assignments once back to work.

The third clemency meeting of 2016 was held on September 21, 2016 where 82 cases were heard. We had 39 applicants appear and some applicants with individuals who spoke on their behalf. Victims were also able to provide input either by

Monthly Accomplishments Report

speaking in person or having their comments read into the record by FCOR Victim Advocate, Dawn Mikola. The meeting commenced at 8:10 a.m. and proceeded to approximately 5:15 p.m.

One of the most important goals that I have had as the Coordinator of Executive Clemency manifested this month. Whatever it took, our team was going to get Restoration of Civil Rights certificates to those individuals who were granted at this meeting and RCR grants from the approved RCR Without a Hearing cases. The cutoff for voter registration is October 11th and this was my main focus. Mission accomplished!

The agency business meeting was held which covered a period of time between November 2015 and June 30, 2016. This meeting provides a great opportunity for all staff in attendance to hear the accomplishments of the other sections of the agency and to be able to reflect on what your section wishes to pursue and accomplish in the upcoming year.

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.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **19,955,511** hits with **1,237,229** searches for Restoration of Civil Rights (RCR) grants.
- **150,583** names were located and **87,101** certificates have been printed.
- Currently **377,128** 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: September 2016

- On September 8, 2016, training was provided to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations.
- On September 21, 2016, the Governor and Cabinet, sitting collectively as the Clemency Board, held its third quarterly Clemency Board Meeting. The Commission completed and submitted 82 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 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.