



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – April 2017

Chairman's Message

Melinda N. Coonrod

The Commission had a busy month of April including the observance of National Crime Victims' Rights Week and Administrative Professionals Day, valuable staff trainings, and receiving notification that two of our employees would be honored with well-deserved awards.

The Commission's fifth annual observance of National Crime Victims' Rights Week (NCVRW) included an opportunity for staff members to attend the Big Bend Victim Assistance Coalition's Annual Luncheon and the Attorney General's Annual NCVRW Awards honoring the victims of crime, victims' advocates, and law enforcement.

To thank the Commission's support personnel for their outstanding efforts and dedication, we celebrated Administrative Professionals' Day and recognized those individuals who assist us in carrying out the important work we are tasked to do.

This month we welcomed AmyLynn Harrington Smoot for a presentation on human trafficking, thanks to our partnership with the Florida Council on Crime and Delinquency (FCCD). Trainings such as AmyLynn's are invaluable to our employees and the important work of the Commission. We look forward to many more, as well as our continued partnership with FCCD.

Finally, Gina Giacomo and Daphne Asbell both received notice that they would be honored by FCCD at the annual awards ceremony. Gina received the L.L. Wainwright Award and Daphne was honored with the Law Enforcement Award. Both women are irreplaceable assets to the Commission and are well-deserving of their respective honors. Congratulations, ladies!

Please review the remainder of April's report for a complete overview of the Commission's monthly accomplishments.

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: April 2017

Office of the Commission Clerk

The number of cases docketed included: 513

- Parole - 49 (2 granted, 0 denied)
- Conditional Medical - 2 (2 granted, 0 denied, 0 deceased prior to the vote)
- Conditional Release - 406
- Addiction Recovery Supervision - 51

Revocations

- Warrants Issued – 159*
- Cases Reviewed and Prepared for Docket - 110*

**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 - 160
- Victims Located - 49
- Status updates to victims on parole, conditional medical and clemency cases – 406
- Assisted victims who attended parole or clemency hearings - 24

Field Services

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

- Parole Interviews - 97
- Revocation Interviews - 186
- Revocation Hearings - 41
- Total Interviews and Hearings for the Month – 324

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	4	5	1	4
PENDING CLEMENCY CASES	With Hearing: 304 W/o a Hearing: 9 Total Cases: 313	With Hearing: 598 W/o a Hearing: 45 Total Cases: 643	With Hearing: 671 W/o a Hearing: 43 Total Cases: 714	With Hearing: 1140 W/o a Hearing: 44 Total Cases: 1184	With Hearing: 781 W/o a Hearing: 23 Total Cases: 804

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: April 2017

- FCOR achieved 100% prompt payment compliance.
- Submitted 97 requisitions, 9 security request, 95 purchase request, 116 invoices, 125 inner office requests, 13 work orders, 7 CSAB, and made 34 deliveries.
- Prepared for EEO-4 reporting
- Assisted with the Newsletter.
- Conducted survey on computers.
- Distributed Wellness information statewide.
- Streamlined the mail process.
- Attended Customer in-Depth GSA Training, Human Trafficking Training, DMS HR Professionals Training & Inter-Agency Safety Council meeting and Statewide Travel Management System meeting, and P-card Administrator meeting.

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: April 2017

During the month of April, the Office of the General Counsel generated thirty (30) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to ninety-two (92) public records requests.

During the month of April, the Commission received nine (9) positive orders, from state circuit courts and district courts of appeal. 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 denial of a grant for a special interview, the sufficiency of the evidence presented at revocation hearings, 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.

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: April 2017

- Continued to follow the Legislative session to advocate for policies and budget that are beneficial to the Commission.
- Continued to advocate for Commissioner Wyant's confirmation before the end of Session.
- Worked various constituent cases as they came in from legislative members' offices.

Office of Communications

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

Accomplishments: April 2017

- Provided ongoing media relations and internal employee communication efforts.
- Updated social media and distributed email blasts regarding National Crime Victims' Rights Week.
- Provided media assistance and responded to inquiries regarding cases of significant interest.
- Began utilizing the new Communications tracking system for news clips and media inquiries.
- Drafted talking points for upcoming Preventing Crime in the Black Community Conference.
- Drafted messages to staff for April holidays and days of observance.

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: April 2017

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.

There is a great deal of activity in this year's legislature regarding the restoration of civil rights, both statewide and nationally, as well as an amendment to the state constitution, and conversations on the same subject within the Constitutional Review Committee which meets every 20 years. A lot for the Coordinator to track and stay on top of but well worth the effort.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **27,525,782** hits with **1,312,111** searches for Restoration of Civil Rights (RCR) grants.
- **162,934** names were located and **92,429** certificates have been printed.
- Currently **377,473** 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: April 2017

- On April 13, 2017, training was provided to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations.
- Prepared investigations for the next Clemency Board Meeting and conducted quality assurance reviews of With and Without a Hearing investigations completed by field offices.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- 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 responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Worked on updating clemency investigations manual and templates.
- Provided customer service to clemency applicants.