



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – August 2017

Chairman's Message

Melinda N. Coonrod

This month, I had the humbling honor to attend and speak at the 88th Annual Florida Council on Crime and Delinquency (FCCD) Conference and Training Institute in Orlando. Several staff members were also in attendance and commented how beneficial they found the workshops and networking opportunities. I'm always thankful for these events that allow us to build on an already wonderful relationship.

August also provided staff the opportunity to tour the New River Correctional Institution. Thanks to Warden Joseph Edwards, Assistant Wardens Chris Edelen and Eric Lane, and Department of Corrections Chief of Programs, Kristina Hartman, the visit was an informative experience for staff. We look forward to building on our partnership in the future.

I am continually impressed by the excellent service our agency provides to the citizens and visitors of our state to ensure public safety. Please continue reading this month's report to learn more about the advancements made by our agency during the month of August.

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: August 2017

Office of the Commission Clerk

The number of cases docketed included: 795

- Parole - 76 (1 granted, 0 denied)
- Conditional Medical - 2 (1 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 607
- Addiction Recovery Supervision - 106

Revocations

- Warrants Issued – 164*
- Cases Reviewed and Prepared for Docket - 142*

**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 - 263
- Victims Located - 65
- Status updates to victims on parole, conditional medical and clemency cases –503
- Assisted victims who attended parole or clemency hearings - 32

Field Services

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

- Parole Interviews - 89
- Revocation Interviews - 221
- Revocation Hearings - 68
- Total Interviews and Hearings for the Month – 378

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	2	3	3	7
PENDING CLEMENCY CASES	With Hearing: 316 W/o a Hearing: 6 Total Cases: 322	With Hearing: 583 W/o a Hearing: 34 Total Cases: 617	With Hearing: 639 W/o a Hearing: 45 Total Cases: 684	With Hearing: 948 W/o a Hearing: 23 Total Cases: 971	With Hearing: 714 W/o a Hearing: 23 Total Cases: 737

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: August 2017

- Submitted 41 requisitions, 20 security request, 73 purchase request, 159 invoices, 192 inner office requests, 21 work orders, and made 45 deliveries.
- Submitted the Quarterly Travel report.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, Administrator meeting, and FEIL Safety Meeting.
- Submitted the Veteran Preference Report to DMS.
- Provided updated Organizational Report to DFS.
- Conducted the annual attractive property inventory.
- Passed Fire Marshal Inspection.
- Submitted the Affirmative Action Plan Report.
- Provided agency staff safety/wellness information.
- Completed the FDLE access report.
- Submitted the six month business report for Administration.
- Update the staff approved to drive state vehicles.
- Set up training from the Department of State on Library Service.
- Coordinated with FDOC for additional fingerprinting options.
- Submitted the Lean Liability Report.

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: August 2017

During the month of August, the Office of the General Counsel generated forty-four (44) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to eighty-three (83) public records requests.

During the month of August, the Commission received sixteen (16) positive orders, from state circuit courts, district courts of appeal, and federal courts. 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 recommendation for particular programming, 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: August 2017

- Worked with OPB regarding proposed budget issues relating to the Commission.
- Worked with OPB and EOG regarding a proposed constitutional amendment relating the Commission and its functions.
- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Spoke with legislators to help educate and better inform them about certain roles of the Commission.

Office of Communications

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

Accomplishments: August 2017

- Provided ongoing media relations and internal employee communication efforts.
- Provided media assistance and responded to inquiries regarding cases of significant interest.
- Participated in the APAI Public Relations Committee teleconference.
- Met with the Executive Director of APAI regarding deliverables and Website updates.
- Assisted with the development of the Legislative Budget Request (LBR) and Long Range Program Plan (LRPP).
- Drafted talking points for the Florida Council on Crime and Delinquency (FCCD) Annual Institute.
- Held a meeting for the October edition of the Commission newsletter, *Let's Review*.
- Toured the New River Correctional Institution.
- Proofed departmental reports and helped prepare for the annual Commission Business Meeting.
- Updated the position descriptions for the Communications and Legislative Affairs offices.

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: August 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.

OEC welcomes Shirley Johnson back into the workforce and we are very lucky to have her with us. Shirley will be one of two front-line call takers assisting our applicants with their clemency questions.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **31,913,050** inquiries with **1,371,275** searches for Restoration of Civil Rights (RCR) grants.
- **169,844** names were located and **95,711** certificates have been printed.
- Currently **377,576** 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: August 2017

- On August 8, 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 a Hearing* and *Without a Hearing* investigations completed by field offices.
- Conducted investigations on Restoration of Civil Rights *Without a Hearing* cases and 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.
- Assisted in the development of clemency information for multiple annual agency reports.
- Revised one procedure directive.
- Hired a new full-time Commission Investigator.
- Provided customer service to clemency applicants.