



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – December 2017*

## Chairman's Message

*Melinda N. Coonrod*

As 2017 concluded, I couldn't help but reflect on the previous year and the Commission's many accomplishments. With the support of our partners in criminal justice and the dedication of our diligent staff, the Commission continued its impressive commitment to protecting the residents and visitors of the great state of Florida. We provided accurate information to the Clemency Board for quarterly clemency hearings, held four successful out-of-town hearings, performed 20,884 victim assists, and continued to strengthen relationships with other public safety and law enforcement agencies on a local, national, and global scale.

December was just as impressive as the preceding months. The Board of Executive Clemency held its final quarterly clemency hearing of the year on December 14. The Office of Executive Clemency and Clemency Investigations did a tremendous job preparing for the meeting. A total of 96 cases were investigated and placed before the Clemency Board for consideration.

Our accomplishments were also showcased in our newly printed 2017 Annual Report. We set the bar quite high at the start of the year, but it was evident just how well we rose to the occasion. I'm confident that we will continue to set and exceed expectations well into 2018. We concluded the month as we do every year, by coming together as a team for our holiday brunches and gatherings in our central and regional offices. These events remind us of the importance of taking a moment to enjoy each other's company and to recognize our good fortune.

Please continue reading this month's report to learn more about the advancements made by our agency during the month of December.

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: December 2017**

#### **Office of the Commission Clerk**

The number of cases docketed included: 462

- Parole - 58 (1 granted, 0 denied)
- Conditional Medical - 3 (2 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 343
- Addiction Recovery Supervision - 51

#### **Revocations**

- Warrants Issued – 191\*
- Cases Reviewed and Prepared for Docket - 111\*

*\*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 - 172
- Victims Located - 30
- Status updates to victims on parole, conditional medical and clemency cases –269
- Assisted victims who attended parole or clemency hearings - 37

#### **Field Services**

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

- Parole Interviews - 54
- Revocation Interviews - 196
- Revocation Hearings - 35
- Total Interviews and Hearings for the Month – 288

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	1	2	0	3	1
PENDING CLEMENCY CASES	With Hearing: 362 W/o a Hearing: 8 Total Cases: 371	With Hearing: 551 W/o a Hearing: 31 Total Cases: 582	With Hearing: 543 W/o a Hearing: 36 Total Cases: 579	With Hearing: 864 W/o a Hearing: 18 Total Cases: 882	With Hearing: 689 W/o a Hearing: 27 Total Cases: 716

### 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: December 2017

- Submitted 21 requisitions, 12 security request, 43 purchase request, 98 invoices, 96 inner office requests, 4 work orders, and made 25 deliveries.
- 100% prompt payment compliance.
- Assisted with the review and preparation of the Annual Report.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, Administrator meeting.
- Provided agency staff safety/wellness information.
- Submitted the quarterly travel report.
- Attended the People First Conversion Workshop.
- EPACT reporting state vehicles.
- Conducted safety inspection.
- Deferred Compensation Representative VOYA.
- Developed plan for People First System updates, in order to complete data “clean-up” requested by DMS.

### 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: December 2017

During the month of December, the Office of the General Counsel generated twenty-three (23) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to fifty-seven (57) public records requests.

During the month of December, the Commission received twenty-six (26) positive orders, from state circuit courts, district courts of appeal, and federal courts, including the Eleventh Circuit. These orders are in the nature of reaffirming

## Monthly Accomplishments Report

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: December 2017

- Responded to questions from legislators regarding clemency.
- Met with the Office of Program Policy Analysis & Government Accountability to discuss Conditional Medical Release.
- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Tracked all legislation related to the Commission and its functions.
- Provided information to legislative committee staff on Conditional Medical Release and other Commission related issues.

### Office of Communications

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

#### Accomplishments: December 2017

- Provided ongoing media relations and internal employee communication efforts.
- Drafted holiday messages to staff.
- Provided media assistance at the Board of Executive Clemency hearing.
- Published and distributed the 2016-17 Annual Report.
- Assigned articles for the January edition of *Let's Review*.

### 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: December 2017

Ninety six cases were heard with 44 applicants appearing to speak or were represented. Executive Orders are being prepared for those granted clemency and all applicants have been notified of the results of the meeting with instructions provided for any options or additional steps available in the process. Cases which have been determined eligible and have completed the investigative process are currently being placed on the upcoming agenda and those applicants are being notified of such. Cases not requiring a hearing are completed and circulated to the Board for a decision throughout the year.

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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 continues to be a priority.

Some staff are participating in a special after-hours project with the goal to accelerate efforts to screen and process as many applications as possible during this last year of the current administration.

### Webpage Statistics

- <https://FCOR.state.fl.us> has received **36,254,905** inquiries with **1,413,757** searches for Restoration of Civil Rights (RCR) grants.
- **176,492** names were located and **98,186** certificates have been printed.

Currently **377,714** 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: December 2017**

- On December 14, 2017, the Governor and Cabinet, sitting collectively as the Clemency Board, held its fourth quarterly Clemency Board Meeting. The Commission completed and submitted 96 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, provided detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- Published a revised Clemency Investigations Instructions Manual for conducting comprehensive investigative reports which are submitted to the Clemency Board.
- Published a revised Training Manual for conducting Restoration of Civil Rights (RCR) eligibility investigations.
- Hired one new full-time OPS Clerk.
- 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 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 agency reports and trained new clemency investigators.
- Provided customer service to clemency applicants.