



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – February 2017

Chairman's Message

Melinda N. Coonrod

As we prepared for the start of legislative session, the Commission was thrilled to welcome Caleb Hawkes, our new Legislative Affairs Director and latest member of the FCOR family. His extensive background in state government, legislative affairs, and impressive experience working in political campaigns will serve him well at the Commission. We look forward to working with him as we continue to advance our mission of ensuring the public safety of Florida.

The Commission held two days of hearings in Winter Haven on February 8 and 9 for the first out-of-town vote of the year. Graciously hosted by Polk County Sheriff Grady Judd and staff, the hearings were attended by several notable guests including Bartow Mayor Trish Pfeiffer, Polk County Commissioner Todd Dantzler, Captain Lori Phillips, Lieutenant Ian Rylott, Sergeant Mark Dainty, Andrea John with Senator Denise Grimsley's office, Hedy Weddington of Representative Collen Burton's office, Ranay Willis with Representative Sam Killebrew's office, and Lori Allen who attended on behalf of Representative Neil Combee. During their visit, Commissioners had the opportunity to tour the LIFERS' Program at Sumter Correctional Institution thanks to Warden John DeBell, Assistant Wardens Angel Velez and Gillian Woodard, and program directors Edward and Carolyn Kori. The visit to Polk County was a wonderful experience for staff, and the hearings were successful and very well attended.

As the month concluded, the Commission Central Office honored the incredible contributions and influence of African American men and women, both past and present for Black History Month. An annual tradition, the staff luncheon and program included heartfelt and impactful presentations by Commissioner Davison, Commissioner Wyant, and Chairman Coonrod. The staff was thrilled to welcome Representative Ramon Alexander who presented a moving keynote speech. Thank you to the planning committee and participants for providing the opportunity for staff to commemorate this very important month.

I encourage you to continue reading to learn more about the Commission's many achievements during the month of February.

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: February 2017

Office of the Commission Clerk

The number of cases docketed included: 599

- Parole - 87 (0 granted, 1 denied)
- Conditional Medical - 4 (2 granted, 2 denied, 0 deceased prior to the vote)
- Conditional Release - 426
- Addiction Recovery Supervision - 76

Revocations

- Warrants Issued - 145*
- Cases Reviewed and Prepared for Docket - 131*

**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 - 278
- Victims Located - 82
- Status updates to victims on parole, conditional medical and clemency cases – 399
- Assisted victims who attended parole or clemency hearings - 16

Field Services

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

- Parole Interviews - 62
- Revocation Interviews - 183
- Revocation Hearings - 38
- Total Interviews and Hearings for the Month – 283

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	2	3	1	4
PENDING CLEMENCY CASES	With Hearing: 332 W/o a Hearing: 22 Total Cases: 354	With Hearing: 626 W/o a Hearing: 44 Total Cases: 670	With Hearing: 709 W/o a Hearing: 38 Total Cases: 747	With Hearing: 1224 W/o a Hearing: 36 Total Cases: 1260	With Hearing: 867 W/o a Hearing: 21 Total Cases: 888

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: February 2017

- Researched phone and fax lines that can be disconnected for cost savings.
- FCOR achieved 100% prompt payment compliance.
- Submitted 19 requisitions, 11 security requests, 19 purchase requests, 118 invoices, 94 inner office requests, 7 work orders, and made 46 deliveries.
- All Procedure Directives have been scanned and are ready for review.
- Floor Plans with card reader locations has been updated and distributed.
- Distributed Wellness information statewide.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting.
- Held safety training for floor wardens.
- Completed VOCA grant application in partnership with Victims’ Services.

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: February 2017

During the month of February, the Office of the General Counsel generated thirty-six (36) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to ninety (90) public records requests.

During the month of February, the Commission received twenty-one (21) positive orders, from both state circuit 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: February 2017

- Tracked legislation that impacts Commission functions.
- Held various meetings with members to discuss agency functions and the effect on Florida citizens.
- Worked on Commissioner David Wyant's confirmation for legislative Session.
- Resolved constituent cases as received from members' offices.

Office of Communications

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

Accomplishments: February 2017

- Provided ongoing media relations and internal employee communication efforts.
- Continued planning for National Crime Victims' Rights Week.
- Completed Commission general information brochure.
- Drafted talking points for Black History Month luncheon.
- Continued working on Victims' Services brochure.
- Composed articles for March edition of the Commission newsletter.
- Provided media and legislative assistance at the Polk County out of town vote.

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: February 2017

The main goal of the Office of Executive Clemency is to screen the daily submissions of applications for clemency in an expeditious and accurate manner in order to notify the applicants early on of their status in the first 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.

All of the notifications have been sent to those applicants who have been called to attend the upcoming March clemency meeting. Arrangements are being made to ensure the meeting runs smoothly and all applicants who attend are heard.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **25,241,649** hits with **1,284,040** searches for Restoration of Civil Rights (RCR) grants.
- **159,577** names were located and **90,746** certificates have been printed.

- Currently **377, 323** 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: February 2017

- On February 9, 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 upcoming 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.
- Worked on updating clemency investigations manual and templates.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Assisted in responses to public records requests and in other responses for clemency information/data requests.
- Provided customer service to clemency applicants.