



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – January 2017

Chairman's Message

Melinda N. Coonrod

January was a busy month as we recognized First Responder Appreciation Month, began preparation for session, participated in several training opportunities, continued to volunteer in our respective communities, and honored the significant legacy of Dr. Martin Luther King Jr.

In observance of Florida First Responder Appreciation Week, Commissioner Davison, Commissioner Wyant, and I recognized the dedication and bravery of the first responders who offer protection and security to both staff and visitors during our weekly hearings. These FDLE and Capitol Police officers are an integral, and much appreciated, part of our agency and I am pleased that we were able to honor them and their service to the Commission.

As legislative committee meetings continued throughout the month, several team members stepped up in the temporary absence of a Legislative Affairs Director. I've always admired the synergy of our agency: the seamless interaction and collaboration of our departments and regions as we work together towards a common goal - providing our constituents and stakeholders with exceptional customer service.

This month, staff members in our Region 3 office hosted a training on the revocation process at the Marion Correctional Institution. As vital as it is to participate in learning opportunities, it's equally important to share our experiences and knowledge with others. Thank you to the team members who took on this project.

I'm proud to say that giving back to the community has always been a trademark of our agency. On January 14, representatives from Central Office participated in the James 215 event at the Tallahassee Civic Center. Volunteers helped distribute backpacks, coats, blankets, grocery items, toiletries, clothing, and shoes to the local homeless population. Thank you to everyone who participated.

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

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: January 2017

Office of the Commission Clerk

The number of cases docketed included: 775

- Parole - 70 (3 granted, 0 denied)
- Conditional Medical - 3 (0 granted, 3 denied, 0 deceased prior to the vote)
- Conditional Release - 576
- Addiction Recovery Supervision - 119

Revocations

- Warrants Issued - 154*
- 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 - 250
- Victims Located - 59
- Status updates to victims on parole, conditional medical and clemency cases – 459
- Assisted victims who attended parole or clemency hearings - 26

Field Services

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

- Parole Interviews - 80
- Revocation Interviews - 191
- Revocation Hearings - 61
- Total Interviews and Hearings for the Month – 332

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	3	0	1	3
PENDING CLEMENCY CASES	With Hearing: 334 W/o a Hearing: 18 Total Cases: 352	With Hearing: 627 W/o a Hearing: 47 Total Cases: 674	With Hearing: 713 W/o a Hearing: 41 Total Cases: 754	With Hearing: 1261 W/o a Hearing: 34 Total Cases: 1295	With Hearing: 882 W/o a Hearing: 23 Total Cases: 905

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: January 2017

- FCOR achieved 100% prompt payment compliance.
- Submitted 20 requisitions, 9 security requests, 18 purchase requests, 84 invoices, 106 inner office requests, 11 work orders, and made 21 deliveries.
- Held agency safety meeting and updated Safety Inspection Checklist form.
- Submitted six month AG audit follow up response.
- Central office key control box and indexing completed.
- Responded to Public Records Request.
- Distributed Wellness information.
- Submitted revised Statewide Travel Management System documents.
- Audit of Central office phone lines completed.
- P-card assessment completed.
- Prepare budget documents for presentations.
- Submitted request for a revision to a performance measure.
- Completed verifications of employment and Public Service Loan Forgiveness forms.
- Hosted First Florida Credit Union site visit.
- Disseminated Information regarding retrieval of electronic W-2s.
- Attended DMS HR Professionals Training: Roadmap to Success.

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: January 2017

During the month of January, 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 97 public records requests.

During the month of January, the Commission received fifteen (15) positive orders, from both state circuit and appeals courts and in federal appeals 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 placement of an offender on conditional release, the Commission's discretionary authority to impose special conditions in a conditional release order, the Commission's authority to suspend a PPRD, the reasons set forth for a suspension of a PPRD, 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. Inmate petitions for writs of certiorari, for all writs, and for writs of prohibition were denied the District Courts of Appeals and the Eleventh Circuit.

In Leon County case 2016-CA-001951, *Jason Lemay [DC 102574] v. Office of Executive Clemency and Commission on Offender Review*, an inmate, after receiving notice that the Clemency Board denied his request for review, sought mandamus relief from the circuit court requiring the Office of Executive Clemency to conduct a clemency investigation in a particular manner and composed of particular elements. The circuit court agreed with the Commission and the Office of Executive Clemency that an individual has no right established in law to clemency and so he can show no violation of such right. Additionally, the circuit court held that because there is no protected liberty interest in clemency, a claimant is not entitled to actual clemency nor is he able to challenge procedures involved in the executive clemency process. Because mandamus may not be used to establish the existence of a right, but only to enforce a right clearly and certainly established in law, the circuit court denied the inmate's petition.

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: January 2017

Legislative Affairs duties were delegated across departments in the temporary absence of a Legislative Affairs Director.

Office of Communications

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

Accomplishments: January 2017

- Provided ongoing media relations and internal employee communication efforts.
- Held meeting with newsletter committee regarding February/March edition.
- Prepared and distributed press advisory for out of town vote.
- Drafted talking points for First Responder Appreciation Week.

- Began test period for new media and news clips databases.
- Participated in the APAI Public Relations Committee conference call.
- Drafted correspondence to staff for Dr. Martin Luther King Jr Day.
- Completed final edits on Commission general information brochure.
- Drafted and distributed press release announcing new Legislative Affairs Director.
- Acted as intermediary for legislative requests and inquiries in the absence of an LAD.
- Provided edits for audit response and budget presentation.

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: January 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.

The first set of notifications are being sent to those applicants who will appear on the March 15, 2017 clemency meeting agenda. There is a great deal of preparation prior to the clemency meetings in order to facilitate a productive meeting for all parties.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **24,561,252** hits with **1,277,621** searches for Restoration of Civil Rights (RCR) grants.
- **158,409** names were located and **90,197** 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: January 2017

- 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.
- Completed and updated one clemency procedure directive.
- Provided customer service to clemency applicants.