



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – June 2017*

## Chairman's Message

*Melinda N. Coonrod*

June is always an eventful time of year at the Commission as we prepare for the end of the fiscal year, and this past month was no exception. We also attended the second clemency hearing of 2017 and held an out of town hearing in Melbourne, Florida.

The Board of Executive Clemency held its second quarterly clemency hearing of the year on June 15. A total of 85 cases were investigated and placed before the Clemency Board for consideration. Once again, the incomparable work of our clemency staff resulted in a successful hearing.

The Commission concluded the month with two days of hearings in Melbourne on June 28 and 29 for the second out-of-town vote of the year. Graciously hosted and organized by Region 3 staff, the hearings were attended by several notable guests including Judge Judy Stacy of the 18<sup>th</sup> Judicial Circuit; Melbourne City Council Member Paul Alfrey; Ted Kori, Carol Kori, and Luisa Restrepo of the Sumter Lifer's Program; and Leslie Lewis, Pam Lanier, and Tara Grant of the Brevard County Clerk of Courts Office. Many families and supporters of the inmates and victims who attended to speak on behalf of their loved ones expressed their appreciation to the Commission for coming to their community to have their voices heard.

Finally, I'd like to thank our administrative team who tirelessly worked to meet all deadlines prior to the end of the fiscal year. We couldn't do our jobs without you. Your hard work is valued throughout the agency.

I am continually impressed by the excellent service our agency provides to the citizens and visitors of our state to ensure public safety. I encourage you to review the remainder of June's report for a complete overview of the Commission's monthly achievements.

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: June 2017

#### Office of the Commission Clerk

The number of cases docketed included: 845

- Parole - 116 (4 granted, 1 denied)
- Conditional Medical - 2 (2 granted, 1 denied, 1 deceased prior to the vote)
- Conditional Release - 626
- Addiction Recovery Supervision - 91

#### Revocations

- Warrants Issued – 182\*
- Cases Reviewed and Prepared for Docket - 158\*

*\*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 - 262
- Victims Located - 115
- Status updates to victims on parole, conditional medical and clemency cases – 438
- Assisted victims who attended parole or clemency hearings - 44

#### Field Services

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

- Parole Interviews - 56
- Revocation Interviews - 218
- Revocation Hearings - 44
- Total Interviews and Hearings for the Month – 318

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	2	4	4	7
PENDING CLEMENCY CASES	With Hearing: 356 W/o a Hearing: 7 Total Cases: 363	With Hearing: 594 W/o a Hearing: 37 Total Cases: 631	With Hearing: 658 W/o a Hearing: 44 Total Cases: 702	With Hearing: 1023 W/o a Hearing: 34 Total Cases: 1057	With Hearing: 737 W/o a Hearing: 19 Total Cases: 756

## 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: June 2017

- 100% of Performance Expectations were set for FY 17-18.
- FCOR achieved 99% prompt payment compliance.
- Submitted 70 requisitions, 15 security request, 18 purchase request, 183 invoices, 107 inner office requests, 10 work orders, CSAB, and made 34 deliveries.
- Attended DMS Community Interest Meetings – Employee Relations; Attendance & Leave.
- Assisted with the Newsletter.
- Completed DMS Sumcom survey.
- Conducted Administration year end tasks.
- Distributed Wellness information statewide.
- 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: June 2017

During the month of June, the Office of the General Counsel generated twenty-six (26) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to one hundred four (104) public records requests.

During the month of June, the Commission received twenty-six (26) 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: June 2017**

- Worked on various constituent requests from members' offices.
- Worked on Legislative wrap up report of session impact on the Commission.
- Attended the Preventing Crime in the Black Community Conference.

## Office of Communications

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

### **Accomplishments: June 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.
- Updated the Commission general information PowerPoint.
- Attended the Brevard County hearing.
- In partnership with the Office of Executive Clemency and Clemency Investigations, drafted and posted the 2015 and 2016 RCR Recidivism Report.
- Responded to constituent requests via legislative offices in the absence of a Legislative Affairs Director.
- Drafted and distributed press release regarding the Brevard County Vote.
- Attended the June 15 Board of Executive Clemency meeting to provide media assistance.

## 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: June 2017**

June included the second clemency meeting for the year. Eighty-five cases were presented with 47 applicants appearing at the meeting. Executive Orders were prepared for the Board's signature and will be forwarded to the recipients. Preparation now starts for the next clemency meeting on September 25, 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.

### Webpage Statistics

- <https://FCOR.state.fl.us> has received **29,503,163** with **1,341,186** searches for Restoration of Civil Rights (RCR) grants.
- **165,845** names were located and **93,828** certificates have been printed.
- Currently **377,534** 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: June 2017

- On June 8, 2017, training was provided to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations.
- On June 15, 2017, the Governor and Cabinet, sitting collectively as the Clemency Board, held its second quarterly Clemency Board Meeting. The Commission completed and submitted 85 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.
- Conducted criminal history reviews and developed information to produce the annual Restoration of Civil Rights Recidivism Report provided to the Clemency Board.
- Completed an updated Request for Review for Commutation of Sentence Desk Reference Guide.
- Coordinated with the regional field offices to prepare closed clemency files for shipping and processing to central office. Completed the processing of 160 boxes containing 4,248 closed field and central office clemency files that were sent to the Storage Records Center in accordance with approved retention schedules.
- 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.
- Scanned historical clemency records.
- Provided customer service to clemency applicants.