



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – March 2017*

## Chairman's Message

*Melinda N. Coonrod*

March was a busy and productive month for the Commission as we welcomed the start of session and held the first clemency hearing of 2017.

March marked the beginning of legislative session and it continues to be a wonderful reminder of the interconnectedness of the different state agencies, especially within the criminal justice arena. We will continue to lend our expertise and assistance on any and all public safety related issues through the end of session.

The Board of Executive Clemency held its first quarterly clemency hearing of the year on March 15. A total of 87 cases were investigated and placed before the Clemency Board for consideration. Once again, the meticulous work of our clemency staff resulted in a successful hearing.

Finally, this month I had the incredible honor to attend the PACE Center for Girls Luncheon. An event that honors and showcases the impact of this wonderful program on the community. The timing of this event felt wonderfully poignant as Women's History Month drew to a close. After a month of honoring the social, economic, cultural, and political contributions of women throughout history, we were spending time looking to the future. I'm incredibly thankful to have had this opportunity to meet these incredible women. I know they have very bright futures ahead of them and I can't wait to see how they make their mark on the world in the years to come.

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 continue reading to learn more about the Commission's many achievements during the month of March.

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: March 2017

#### Office of the Commission Clerk

The number of cases docketed included: 1,009

- Parole - 76 (1 granted, 1 denied)
- Conditional Medical - 6 (3 granted, 2 denied, 0 deceased prior to the vote)
- Conditional Release - 786
- Addiction Recovery Supervision - 138

#### Revocations

- Warrants Issued - 183\*
- Cases Reviewed and Prepared for Docket - 145\*

*\*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 - 261
- Victims Located - 110
- Status updates to victims on parole, conditional medical, and clemency cases - 347
- Assisted victims who attended parole or clemency hearings - 20

#### Field Services

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

- Parole Interviews - 64
- Revocation Interviews - 226
- Revocation Hearings - 49
- Total Interviews and Hearings for the Month – 339

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	3	6	1	6
PENDING CLEMENCY CASES	With Hearing: 311 W/o a Hearing: 19 Total Cases: 330	With Hearing: 627 W/o a Hearing: 46 Total Cases: 673	With Hearing: 700 W/o a Hearing: 41 Total Cases: 741	With Hearing: 1168 W/o a Hearing: 51 Total Cases: 1219	With Hearing: 811 W/o a Hearing: 23 Total Cases: 834

## 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: March 2017

- FCOR achieved 100% prompt payment compliance.
- Submitted 18 requisitions, 17 security request, 19 purchase request, 95 invoices, 137 inner office requests, 8 work orders, 25 CSAB, and made 33 deliveries.
- Completed Auditor General IT Survey and Comcast survey.
- Conducted bill analysis.
- Distributed information to staff on Securemail.
- Assisted with the Newsletter.
- Held safety meeting and conducted safety inspection.
- Conducted survey on telephone lines.
- Audited Procedure Directive books and revised procedure directive routing form.
- Distributed Wellness information statewide.
- Audited staff approved to drive state vehicles.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council 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: March 2017

During the month of March, the Office of the General Counsel generated forty-three (43) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to one hundred (100) public records requests.

## Monthly Accomplishments Report

During the month of February, the Commission received twenty (20) 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 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: March 2017**

- Continued to work on Commissioner Wyant's confirmation.
- Handled a variety of constituent issues passed along from member's office.
- Attended committee meetings where the Commission's budget was discussed.

### Office of Communications

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

#### **Accomplishments: March 2017**

- Provided ongoing media relations and internal employee communication efforts.
- Continued planning for National Crime Victims' Rights Week.
- Provided media assistance at March clemency hearing.
- Attended Polk County Day at the Capitol as a representative of the Commission.
- Completed Victims' Services brochure.
- Published March edition of Commission newsletter, *Let's Review*.
- Participated in the APAI Public Relations Committee conference call.

### 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: March 2017**

The clemency meeting on March 15, 2017 went well with 87 applicant cases being heard on the agenda. Forty-four (44) applicants appeared in person or were represented before the Board. Victim statements were read on three cases by Dawn Mikola, Victim Services, with our agency.

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.

We also wish to welcome James Walter Maxwell, Jr. to our staff. He is a recent graduate of the University of West Florida and received his degree in Criminal Justice. This work involving the restoration of civil rights will add to his knowledge base and be information that very few are schooled on.

**Webpage Statistics**

- <https://FCOR.state.fl.us> has received **26,440,441** hits with **1,297,350** searches for Restoration of Civil Rights (RCR) grants.
- **161,470** names were located and **91,673** certificates have been printed.
- Currently **377, 404** 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: March 2017**

- On March 15, 2017, the Governor and Cabinet, sitting collectively as the Clemency Board, held its first quarterly Clemency Board Meeting. The Commission completed and submitted 87 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.
- 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.
- Conducted investigations on 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.
- Worked on updating clemency investigations manual and templates.
- Provided customer service to clemency applicants.