



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – November 2017

Chairman's Message

Melinda N. Coonrod

November at the Commission is always an important and significant time. We honored our nation's heroes on Veterans Day, returned thanks for our many blessings on Thanksgiving, and held our final out-of-town vote of the year in Seminole County.

The Commission held hearings in Seminole County on November 15, for the fourth out-of-town vote of the year. The hearings were attended by several notable guests including Kathy Gilland of Representative Scott Plakon's Office; Correctional Probation Senior Office, Stephen Frazier; and Correctional Probation Specialist, Clifton Chorpening. The visit was an illuminating experience for staff, and the hearings were successful and well attended. 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, on November 20 Central Office joined together in fellowship to express our gratitude during our annual Thanksgiving luncheon. It was lovely to see the team take a well-deserved break, and enjoy each other's company as we returned thanks for life's many blessings.

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

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: November 2017

Office of the Commission Clerk

The number of cases docketed included: 829

- Parole - 93 (2 granted, 0 denied)
- Conditional Medical - 1 (0 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 620
- Addiction Recovery Supervision - 108

Revocations

- Warrants Issued – 167*
- 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 - 251
- Victims Located - 66
- Status updates to victims on parole, conditional medical, and clemency cases –657
- Assisted victims who attended parole or clemency hearings - 50

Field Services

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

- Parole Interviews - 77
- Revocation Interviews - 162
- Revocation Hearings - 49
- Total Interviews and Hearings for the Month – 288

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	1	1	1	1	2
PENDING CLEMENCY CASES	With Hearing: 341 W/o a Hearing: 13 Total Cases: 354	With Hearing: 564 W/o a Hearing: 34 Total Cases: 598	With Hearing: 576 W/o a Hearing: 41 Total Cases: 617	With Hearing: 868 W/o a Hearing: 17 Total Cases: 885	With Hearing: 674 W/o a Hearing: 25 Total Cases: 699

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: November 2017

- Submitted 18 requisitions, 10 security request, 16 purchase request, 107 invoices, 206 inner office requests, 10 work orders, and made 41 deliveries.
- 100% prompt payment compliance.
- Submitted reports to OPB, DMS, and FEMA pertaining to FCOR and Hurricane Irma.
- Continue to work with Field Offices based upon Hurricane Irma impact.
- Assisted with review and preparation of legislative documents.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, Administrator meeting.
- Assisted with the Newsletter and Annual report.
- Provided agency staff safety/wellness information.
- Submitted the Quarterly Travel report.
- Conducted toll card audit.
- Updated and revised the key control process, key control log book, and completed key audit of Central Office.
- Updated Procedure Directives Indexes.
- Attended the Employee ID Conversion Workshop.
- 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: November 2017

During the month of November, the Office of the General Counsel generated thirty-nine (39) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to sixty-four (64) public records requests.

During the month of November, the Commission received sixteen (16) 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: November 2017

- Met with Senator Brandes and Representative Hager to discuss the Commission's Legislative Budget Request.
- Responded to questions from legislators regarding Clemency.
- Met with the Office of Program Policy Analysis & Government Accountability to discuss Conditional Medical Release.
- Worked with OPB and the Constitution Revision Commission regarding proposed constitutional amendments related to the Commission and its functions.
- 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 Clemency 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: November 2017

- Provided ongoing media relations and internal employee communication efforts.
- Prepared materials for the out of town hearing in Seminole County.
- Began producing content for the annual report.
- In coordination with the Office of the Commission Clerk, began the process of updating Commission forms.
- Composed holiday messages to staff.

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: November 2017

OEC welcomes Annie Gainous Thompson. Ms. Thompson's background is in the crime analysis arena and most notably her 27 years with the Tallahassee Police Department. As an OPS Civil Rights Specialist I, she will be screening applications for eligibility for all forms of clemency.

Coordinator McCall spoke before the Ethics and Elections Sub-Committee of the Constitutional Review Commission which meets every 20 years. The purpose of the presentation was to explain the history of the clemency process and provide detailed information regarding the current procedure for processing applications for all of the forms of clemency. It was an honor to represent the agency and our hard-working staff.

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.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **35,107,043** inquiries with **1,404,782** searches for Restoration of Civil Rights (RCR) grants.
- **174,695** names were located and **97,610** certificates have been printed.

Currently **377,714** 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: November 2017

- On November 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 next Clemency Board Meeting and conducted quality assurance reviews of With and Without a Hearing investigations completed by field offices.
- Hired three new full-time OPS Commission Investigators.
- 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.

Monthly Accomplishments Report

- Assisted in the development of clemency information for agency reports and trained new clemency investigators.
- Provided customer service to clemency applicants.