



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – September 2017*

## Chairman's Message

*Melinda N. Coonrod*

September always brings with it a flurry of activity to the Commission, and this month was no exception.

On September 28, the Commission held its annual Business Meeting where we outlined our many accomplishments and recognized staff during the annual awards ceremony. I'm thrilled to have the opportunity to recognize the impressive accomplishments of so many of our team members. Daphne Asbell, Karen Huff, Laura Tully, Cindy Waymon, Gina Giacomo, Dale Nichols, John O'Donnell, Julie McCall, Christan Jackson, DebbieSue Fleck, Russ Gallogly, and Kim Dickey were among those recognized for their enduring commitment to the Commission. Thank you for your continued dedication and hard work.

On September 30, the Commission released its Long Range Program Plan (LRPP) for fiscal years 2018-19 through 2022-23. The LRPP establishes our goals, five-year planning horizon, and outlines our objectives for the next few years. The final product was a coordinated effort across departments. Thank you to everyone who helped in the planning, research, and composition of our LRPP.

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

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: September 2017

#### Office of the Commission Clerk

The number of cases docketed included: 754

- Parole - 90 (1 granted, 0 denied)
- Conditional Medical - 3 (1 granted, 0 denied, 0 deceased prior to the vote)
- Conditional Release - 561
- Addiction Recovery Supervision - 96

#### Revocations

- Warrants Issued – 110\*
- Cases Reviewed and Prepared for Docket - 157\*

*\*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 - 178
- Victims Located -28
- Status updates to victims on parole, conditional medical and clemency cases – 488
- Assisted victims who attended parole or clemency hearings - 21

#### Field Services

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

- Parole Interviews - 68
- Revocation Interviews - 143
- Revocation Hearings - 37
- Total Interviews and Hearings for the Month – 248

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	1	1	1	1	1
PENDING CLEMENCY CASES	With Hearing: 331 W/o a Hearing: 7 Total Cases: 338	With Hearing: 579 W/o a Hearing: 32 Total Cases: 611	With Hearing: 637 W/o a Hearing: 46 Total Cases: 683	With Hearing: 936 W/o a Hearing: 30 Total Cases: 961	With Hearing: 701 W/o a Hearing: 22 Total Cases: 723

## 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: September 2017

- Submitted 20 requisitions, 24 security request, 61 purchase request, 98 invoices, 92 inner office requests, 7 work orders, and made 21 deliveries.
- Submitted numerous reports to OPB, DMS, and FEMA pertaining to FCOR and Hurricane Irma.
- Continued to work with Field Offices due to Hurricane Irma's impact.
- Assisted with review of legislative documents.
- Prepared and Posted the LBR and CIP.
- Posted the LRPP.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, Administrator meeting.
- Revised the ID/Access Card and Key Procedure Directive.
- Provided agency staff safety/wellness information.
- Revised the Information Technology Procedure Directive.
- Submitted the Quarterly Travel report.
- Prepared and submitted the AD-EBI Survey.
- Updated Position Descriptions.
- All LiveScan Fingerprints have been completed by FCOR staff.
- Training completed by supervisors during September.
- CPR training completed statewide.
- Annual DOC/FCOR property inventory was completed and all items were accounted for.
- Prepared and Submitted the Delinquent Account Report.
- IT procedures updated in Employee Handbook and on the HR Web page.
- Dress Code Updated in Employee Handbook.
- Employee of the Year and Superior Achievement Awards were processed and certificates and pins were handed out at the Business Meeting.
- Prepared and Submitted the Crime Insurance Report.

## 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: September 2017**

During the month of September, the Office of the General Counsel generated twenty-five (25) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to fifty-four (54) public records requests.

During the month of September, the Commission received twenty-two (22) positive orders, from state circuit courts, district courts of appeal, the Florida Supreme Court, 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: September 2017**

- Worked with OPB regarding proposed budget issues relating to the Commission.
- Worked with OPB and EOG regarding proposed constitutional amendments relating the Commission and its functions.
- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Spoke with legislators to help educate and better inform them about certain roles of the Commission.
- Worked with the Constitution Revision Commission to coordinate a presentation on Clemency.
- 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: September 2017**

- Provided ongoing media relations and internal employee communication efforts.
- Provided media assistance and responded to inquiries regarding cases of significant interest.
- Completed online CJIS training.
- Presented departmental report at the Commission's Annual Business Meeting.
- Composed and distributed the press release for the Manatee County hearing.
- Released and posted the Long Range Program Plan (LRPP).

- Distributed vital updates regarding Hurricane Irma 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: September 2017

Due to the aftermath of Hurricane Irma, the clemency board meeting that was scheduled for September 15, was postponed and rescheduled for October 17, at 12:00 p.m. Each of the 95 applicants who were scheduled on the agenda were notified by telephone, email, and written notification. This task was completed by staff immediately upon receiving the change notification.

OEC welcomes Janice East back into the workforce with OEC. Ms. East retired from the Florida Department of Corrections in 2016 and is now spending 25 hours a week with us as a Civil Rights Specialist I.

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 **32,722,373** inquiries with **1,380,068** searches for Restoration of Civil Rights (RCR) grants.
- **170,964** names were located and **96,154** certificates have been printed.

Currently **377,611** 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: September 2017

- Prepared investigations for the next Clemency Board Meeting and conducted quality assurance reviews of *With a Hearing* 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.
- Assisted in the development of clemency information for multiple annual agency reports.
- Attended Business Meeting.
- Conducted training for new clemency investigators.

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- Provided customer service to clemency applicants.