



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – April 2018

Chairman's Message

Melinda N. Coonrod

The Commission had a busy month of April which included the observance of National Crime Victims' Rights Week (NCVRW) and Administrative Professionals Day, as well as valuable staff trainings.

The Commission's sixth annual observance of NCVRW included an opportunity for staff members to attend the Big Bend Victim Assistance Coalition's Annual Luncheon; the Attorney General's Annual NCVRW Awards honoring the victims of crime, victims' advocates, and law enforcement; and other events held throughout the state.

As part of the weeklong event, Central Office welcomed Heather Pearce of Florida State University's Victim Advocate Program for a presentation on victims' rights. The presentation included a discussion with an FSU student who was a victim of a violent crime. Opportunities such as NCVRW are invaluable to our employees and the important work of the Commission. Our Communications Director, Kelly Corder, and Dawn Mikola of Victims' Services were integral in organizing the presentation. Please join me in thanking them for their enduring dedication to this important week.

On April 30, Commissioner Davison, Commissioner Wyant, and I attended the Florida Fraternal Order of Police (FOP) Memorial ceremony at the Capitol. The annual event honors our fallen heroes who are lost in the line of duty. We were humbled to attend and show our support for the fallen, as well as their loved ones.

In closing, I encourage you to review the remainder of April's report for a complete overview of the Commission's monthly accomplishments.

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: April 2018

Office of the Commission Clerk

The number of cases docketed included: 641

- Parole - 60 (3 granted, 0 denied)
- Conditional Medical - 2 (1 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 490
- Addiction Recovery Supervision - 79

Revocations

- Warrants Issued – 163*
- Cases Reviewed and Prepared for Docket - 96*

**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 - 392
- Victims Located - 65
- Status updates to victims on parole, conditional medical and clemency cases – 638
- Assisted victims who attended parole or clemency hearings - 25

Field Services

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

- Parole Interviews - 70
- Revocation Interviews - 202
- Revocation Hearings - 43
- Total Interviews and Hearings for the Month – 315

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	1	1	2	3
PENDING CLEMENCY CASES	With Hearing: 345 W/o a Hearing: 13 Total Cases: 358	With Hearing: 522 W/o a Hearing: 26 Total Cases: 548	With Hearing: 542 W/o a Hearing: 26 Total Cases: 568	With Hearing: 781 W/o a Hearing: 24 Total Cases: 805	With Hearing: 678 W/o a Hearing: 36 Total Cases: 714

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: April 2018

- Submitted 64 requisitions, 12 security requests, 55 purchase requests, 115 invoices, 120 inner office requests, 10 work orders, and made 28 deliveries.
- 99.13% prompt payment compliance.
- Updated the Master Procedure Indexing for all FCOR procedure directives.
- Provided agency staff safety/wellness information.
- In the process of auditing all FCOR badges.
- Submitted the quarterly travel report.
- Responded to DFS p-card and voucher inquiries.
- Provided Hurricane Irma estimates to OPB.
- Field office evacuation procedures reviewed.
- Responded to auditor questions throughout the month.
- Revised procedure 2.02.33 Personnel Records and Public Records Request.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, 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: April 2018

During the month of April, the Office of the General Counsel generated forty (40) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to seventy-eight (78) public records requests.

During the month of April, the Commission received twenty-five (25) positive orders, from state circuit courts, district courts of appeal, the Florida Supreme Court, and federal courts, including the Southern District of Florida. 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: April 2018

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Monitored the Constitution Revision Commission during its final meetings.
- Responded to questions from legislators regarding various Commission functions.
- Conducted research for potential legislative proposals for next legislative session.
- Drafted bill language for potential legislative proposals for next legislative session.

Office of Communications

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

Accomplishments: April 2018

- Drafted miscellaneous messages to staff.
- Attended the Florida Public Relations Association (FPRA) Capital Chapter Gala and Image Awards ceremony.
- Participated in the APAI Public Relations Committee teleconference.
- Provided updates to interested media regarding the Board of Executive Clemency and the order issued by the federal appeals court.
- Hosted, and distributed materials for, the Central Office National Crime Victims' Rights Week (NCVRW) training.
- Updated Commission external website with materials for meetings of the Parole Qualifications Committee (PQC).
- Began the research phase for the New Employee Onboarding Video.
- Began the process for obtaining Accreditation in Public Relations (APR).
- Composed and distributed press advisory to interested parties regarding the Charlotte County out-of-town vote.

Office of Executive Clemency

Monthly Accomplishments Report

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: April 2018

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.

As the result of a ruling of the 11th District Court of Appeals regarding an order by Federal Judge Mark Walker regarding the process of restoring civil rights, our office will resume the processing of restoration of civil rights applications. Those applicants continued from the previous agenda in March 2017 will be included on the June 14, 2018 clemency meeting agenda. Notifications will be sent shortly to those who will appear on the upcoming agenda.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **41,865,922** inquiries with **2,339,088** searches for Restoration of Civil Rights (RCR) grants.
- **327,160** names were located and **100,434** certificates have been printed.

Currently **377,838** 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: April 2018

- 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.
- Hired one new full-time Staff Assistant and one full-time Commission Investigator to fill vacancies.
- Prepared closed clemency files for delivery to the state Storage Records Center.
- Provided customer service to clemency applicants.