



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – August 2018

Chairman's Message

Melinda N. Coonrod

Beginning on August 27, Commissioner Davison, Commissioner Wyant, and I, along with several staff members, attended the 89th Annual Florida Council on Crime and Delinquency (FCCD) Conference and Training Institute in Boca Raton. The annual conference aims to enhance the knowledge of public safety professionals, as well as provide new opportunities to improve the services offered to the residents of the state. Several Commission employees were integral in the planning of the conference; they have our thanks and appreciation for organizing such a beneficial event for criminal justice professionals in Florida.

I'm extremely proud of the Commission's dedication to providing, and participating in, training opportunities. In addition to Commission attendance at the FCCD conference, our Director of Communications participated in a leadership workshop and attended the Florida Public Relations Association annual training conference. It is a testament to the dedication of the team that so many continue to seek out these opportunities of education and growth.

As we move into September, I am excited to further our crime prevention efforts, explore new partnerships, and successfully complete the many goals we have set forth as we work to keep Florida's communities safe. I invite you to continue reading this report to learn more about the Commission's accomplishments during the month of August.

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: August 2018

Office of the Commission Clerk

The number of cases docketed included: 822

- Parole – 96 (2 granted, 0 denied)
- Conditional Medical - 1 (1 granted, 0 denied, 0 deceased prior to the vote)
- Conditional Release - 633
- Addiction Recovery Supervision - 84

Revocations

- Warrants Issued – 177*
- Cases Reviewed and Prepared for Docket - 201*

**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 - 161
- Victims Located - 32
- Status updates to victims on parole, conditional medical and clemency cases – 611
- Assisted victims who attended parole or clemency hearings - 40

Field Services

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

- Parole Interviews - 65
- Revocation Interviews - 231
- Revocation Hearings - 53
- Total Interviews and Hearings for the Month – 349

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	8	4	2	5
PENDING CLEMENCY CASES	With Hearing: 266 W/O a Hearing: 5 Total Cases: 271	With Hearing: 516 W/O a Hearing: 21 Total Cases: 537	With Hearing: 518 W/O a Hearing: 19 Total Cases: 537	With Hearing: 709 W/O a Hearing: 39 Total Cases: 748	With Hearing: 645 W/O a Hearing: 42 Total Cases: 687

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: August 2018

- Submitted 27 requisitions, 15 security requests, 13 purchase requests, 99 invoices, 181 inner office requests, 11 work orders, and made 33 deliveries.
- 99% prompt payment compliance.
- Attractive property inventory conducted.
- Provided agency staff safety/wellness information.
- Provide supervisor training with Legal on Standards of Conduct and Disciplinary Actions.
- Revised Procedure Directive 1.01.01 and processed the repeal of Procedure Directive 3.03.01.01.
- Submitted programing request to IT.
- Attended Business Objects UAT and Training.
- Sent notifications to supervisors for End of Probationary Period Evaluations.
- Completed the badge inventory.
- Mail delivery issue has now been resolved.
- Attended Ad Hoc Reporting and Performance and Talent Management Community of Interest training.
- Processed accounting vouchers and P-Card reconciliation.
- Notified FDLE to remove terminated staff/interns on FALCON.
- Responded to auditor questions throughout the month.
- Attended Schedule 1 training.
- Reviewed nominations for Employee of the Year Awards and forwarded to committee.
- Card reader for room 160N installed.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting.
- State vehicle maintenance.

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: August 2018

During the month of August, the Office of the General Counsel generated forty-six (46) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to seventy-six (76) public records requests.

During the month of August, the Commission received twenty-four (24) positive orders from state circuit courts, district courts of appeal, and federal courts, including the Eleventh Circuit Court of Appeals. 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: August 2018

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Attended the Florida Police Chiefs Association Summer Conference to foster and maintain relationships with criminal justice stakeholders.

Office of Communications

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

Accomplishments: August 2018

- Responded to media inquiries regarding various Commission functions.
- Finalized departmental reports for annual business meeting.
- Attended orientation for LeadershipFPRA.
- Attended the Florida Public Relations Association annual training conference in Ponte Vedra.
- Participated in the APAI public relations committee conference call.
- Attended the Ragan Internal Communications Webinar.
- Attended the FPRA Capital Chapter Board retreat.
- Initiated production of new graphics for the 2018-19 fiscal year.
- Held appreciation lunch for newsletter committee.
- Updated the organization chart to include photos.

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: August 2018

The main goal of the Office of Executive Clemency is to screen the daily submissions of applications in an expeditious manner 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.

Staff stayed late on the day of the primary election to assist callers and supervisors of elections regarding questions pertaining to a person's grant of restoration of civil rights, specifically his or her ability to vote.

Notifications were sent to those applicants whose cases will be heard at the September 11 clemency meeting, which had previously been set for September 19.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **47,878,718** inquiries with **3,266,609** searches for Restoration of Civil Rights (RCR) grants.
- **444,133** names were located and **103,318** certificates have been printed.

Currently **377,838** RCR certificates are available for printing and can be searched on our website: www.fcor.state.fl.us under the clemency tab or 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: August 2018

- Hired a new full-time Commission Investigator.
- 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.
- Provided customer service to clemency applicants.