



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – February 2018*

## Chairman's Message

*Melinda N. Coonrod*

As we proceeded through legislative session, we rededicated ourselves to our mission and objectives through our day to day routines, as well as important events such as Black History Month.

On February 21, the Commission traveled to Duval County for the out of town vote at the City of Jacksonville Beach City Council Room. Thanks to the hard work of our staff, and in coordination with FDLE, the meetings were successful and well attended. Several guests from the surrounding communities were in attendance: Warden Joseph Edwards, Jennifer Whipple of the Florida Department of Corrections, a representative from Representative Byrd's office, and Laurie Scott from the City Clerk's office. Additionally, many families and supporters of the inmates and victims spoke on behalf of their loved ones and expressed their appreciation to the Commission for coming to their community to have their voices heard.

As the month concluded, the Commission Central Office honored the incredible contributions and influence of African American men and women, both past and present for Black History Month. An annual tradition, the staff luncheon and program included heartfelt and impactful presentations by Commissioner Davison and Chairman Coonrod. Our very own Josh Johnson presented a moving keynote speech. Thank you to the planning committee and participants for providing the opportunity for staff to commemorate this very important month.

I encourage you to continue reading to learn more about the Commission's many achievements during the month of February.

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: February 2018

#### Office of the Commission Clerk

The number of cases docketed included: 633

- Parole - 74 (2 granted, 0 denied)
- Conditional Medical - 3 (2 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 467
- Addiction Recovery Supervision - 78

#### Revocations

- Warrants Issued – 144\*
- Cases Reviewed and Prepared for Docket - 93\*

*\*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 - 365
- Victims Located - 61
- Status updates to victims on parole, conditional medical and clemency cases – 468
- Assisted victims who attended parole or clemency hearings - 21

#### Field Services

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

- Parole Interviews - 66
- Revocation Interviews - 158
- Revocation Hearings - 41
- Total Interviews and Hearings for the Month – 265

| REGION                            | I   | II   | III  | IV   | V  |
|-----------------------------------|---|--|--|--|--|
| COURTESY INTERSTATE COMPACT TASKS | 1   | 3  | 0  | 0  | 3  |
| PENDING CLEMENCY CASES            | With Hearing: 318<br>W/o a Hearing: 7<br>Total Cases: 325 | With Hearing: 509<br>W/o a Hearing: 26<br>Total Cases: 535 | With Hearing: 525<br>W/o a Hearing: 31<br>Total Cases: 556 | With Hearing: 818<br>W/o a Hearing: 18<br>Total Cases: 836 | With Hearing: 663<br>W/o a Hearing: 27<br>Total Cases: 690 |

## 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: February 2018

- Submitted 10 requisitions, 15 security request, 10 purchase request, 101 invoices, 120 inner office requests, 6 work orders, and made 32 deliveries.
- 99% prompt payment compliance.
- Finalized/Completed People First Go-Live Readiness Checklist for People First Portal Upgrade
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, Administrator meeting.
- Provided agency staff safety/wellness information.
- Submitted the Quarterly Travel report.
- Assisted with Employee Newsletter.
- Attended FRS Workshop.
- Card reader installed on the door in the lobby.
- Safety inspection completed.
- Worked with DOC and Vocational Rehab on postal mail delivery address corrected.
- Hurricane Irma estimates to OPB.
- VOCA Application completed.
- Working on all aspects of moving the Broward office into a new location.
- Attended IT meeting based upon upgrade to SAR system.

## 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: February 2018

## Monthly Accomplishments Report

During the month of February, the Office of the General Counsel generated twenty-eight (28) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to fifty-six (56) public records requests.

During the month of February, the Commission received twenty-five (25) positive orders, from state circuit courts, district courts of appeal, and federal courts, including the Eleventh Circuit. 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: February 2018

- Tracked the status of Commission priorities in the legislative budget process.
- Met with legislators and staff to discuss the Commission's legislative budget request.
- Tracked all legislation related to the Commission and its functions.
- Met with legislators and staff to discuss legislation regarding conditional medical release.
- Responded to questions from legislators regarding Clemency.
- Conducted ongoing legislative constituent relations regarding various Commission functions.

### Office of Communications

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

#### Accomplishments: February 2018

- Provided ongoing media relations and internal employee communication efforts.
- Drafted miscellaneous messages to staff.
- Composed talking points and messages for office events, including the Black History Month Luncheon.
- Participated in the APAI Public Relations Committee teleconference.
- Updated the APAI general information brochure and edited the association's historical information.
- Drafted and distributed the press release for the Duval County out-of-town vote.
- Made travel arrangements and filled out authorizations for upcoming conferences.
- Attended meetings of the Florida Public Relations Association, including a lecture on the PR and Communications strategy of the Constitution Revision Commission.
- Updated the Commission's internal and external websites with routine updates and major announcements affecting constituents.

## 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: February 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.

We have a continuing special after-hours project with the goal to accelerate efforts to screen and process as many applications as possible during this last year of the current administration. During the first months of this project we were able to process over **200 additional** cases.

### Webpage Statistics

- <https://FCOR.state.fl.us> has received **38,263,445** inquiries with **1,433,206** searches for Restoration of Civil Rights (RCR) grants.
- **179,809** names were located and **99,305** certificates have been printed.

Currently **377,838** RCR certificates are available for printing through the [www.FLrestoremyrights.com](http://www.FLrestoremyrights.com) or you may click on the clemency tab on [www.fc.state.fl.us](http://www.fc.state.fl.us) Both websites will also direct you to contact the Office of Executive Clemency for copies of any Executive Orders issued for cases heard during the quarterly clemency meetings.

## 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: February 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.
- Training was provided to the Regional Administrators and Supervisors during a conference call related to procedures for conducting clemency investigations.
- Revised investigation worksheet template in a new-form based design with pre-formatted text fields and checkboxes to improve efficiency for 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.
- Provided customer service to clemency applicants.

