



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – January 2018

Chairman's Message

Melinda N. Coonrod

January was a busy month at the Commission with the start of session, First Responder Appreciation Week, and Dr. Martin Luther King Jr. Day.

In observance of Florida First Responder Appreciation Week, Commissioner Davison, Commissioner Wyant, and I recognized the dedication and bravery of the first responders who offer protection and security to both staff and visitors during our weekly hearings. These FDLE and Capitol Police officers are an integral, and much appreciated, part of our agency and I am pleased that we were able to honor them and their service to the Commission.

As legislative session continued throughout the month, several team members partnered with our Legislative Affairs Director in providing information and assistance to lawmakers and our citizens. I've always admired the synergy of our agency: the seamless interaction and collaboration of our departments and regions as we work together towards a common goal - providing our constituents and stakeholders with exceptional customer service.

In closing, on January 15, we honored Dr. Martin Luther King, Jr. and had the opportunity to revisit and recognize his indelible legacy. His emboldened words never cease to have an impact and his message of love, equality, acceptance, and justice apply today just as they did over fifty years ago.

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

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: January 2018

Office of the Commission Clerk

The number of cases docketed included: 719

- Parole - 93 (1 granted, 0 denied)
- Conditional Medical - 2 (1 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 530
- Addiction Recovery Supervision - 91

Revocations

- Warrants Issued – 139*
- Cases Reviewed and Prepared for Docket - 171*

**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 - 275
- Victims Located - 131
- Status updates to victims on parole, conditional medical and clemency cases –602
- Assisted victims who attended parole or clemency hearings - 27

Field Services

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

- Parole Interviews - 62
- Revocation Interviews - 220
- Revocation Hearings - 56
- Total Interviews and Hearings for the Month – 338

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	1	0	2	0	4
PENDING CLEMENCY CASES	With Hearing: 351 W/o a Hearing: 11 Total Cases: 362	With Hearing: 519 W/o a Hearing: 33 Total Cases: 552	With Hearing: 535 W/o a Hearing: 35 Total Cases: 570	With Hearing: 848 W/o a Hearing: 23 Total Cases: 871	With Hearing: 680 W/o a Hearing: 33 Total Cases: 713

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: January 2018

- Submitted 11 requisitions, 8 security requests, 13 purchase requests, 101 invoices, 122 inner office requests, 6 work orders, 10 CSAB, 11 badges, and made 45 deliveries.
- 100% prompt payment compliance.
- MFMP Utilization Scorecard - The Commission achieved “all green” status (80% or greater) for the 2nd quarter of the fiscal year.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, Administrator meeting.
- Provided agency staff safety/wellness information.
- Submitted the Quarterly Travel Report.
- Attended the People First Conversion Workshop and participated in UAT Testing for system upgrade.
- Audited employee driver licenses on file to use state/leased vehicles for the first quarter making sure all licenses were valid.
- Completed tenant improvement form for DMS for approval to have card reader installed.
- Audited 5 year background checks for current employees for 2013.
- Finalized and updated all position descriptions.
- Updated master list of all FCOR telecommuters.
- Requested staff who have not completed Sexual Harassment training since June 2017 to complete training.
- Revised the Standard of Conduct Procedure Directive.
- Revised the Wireless Devices Procedure Directive.
- Hurricane Irma estimates.
- VOCA Application.
- Attended EEO and Affirmative Action Training with 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: January 2018

During the month of January, the Office of the General Counsel generated thirty-five (35) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to forty-nine (49) public records requests.

During the month of January, the Commission received twenty-four (24) 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: January 2018

- Responded to questions from legislators regarding Clemency.
- Responded to questions from legislators regarding the Commission's Legislative Budget Request.
- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Tracked all legislation related to the Commission and its functions.
- Kept track of the status of Commission priorities in the legislative budget process.
- Provided information to legislative committee staff on Conditional Medical Release 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: January 2018

- Provided ongoing media relations and internal employee communication efforts.
- Drafted miscellaneous messages to staff.
- Composed articles for *Let's Review*.
- Drafted talking points for First Responder Appreciation Week and Human Trafficking Awareness Month.
- Participated in the APAI Public Relations Committee teleconference.
- Composed new materials for employee welcome packet.

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: January 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 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.

Also, we would like to welcome Keilah Joyner to our staff who hails originally from Maryland. Keilah has a Bachelor of Science degree in Journalism from Hampton University in Virginia and is pursuing her Masters in Criminology and Public Administration at Florida State. She is currently an OPS Senior Clerk working the front lines and responding to callers regarding clemency.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **37,311,164** inquiries with **1,423,512** searches for Restoration of Civil Rights (RCR) grants.
- **178,349** names were located and **98,840** certificates have been printed.

Currently **377,807** RCR certificates are available for printing through the www.FLrestoremyrights.com or you may click on the clemency tab on www.fcior.state.fl.us. Both websites will 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: January 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.
- On January 11, 2018, training was provided to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations and the revised manuals.
- 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.

