



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – June 2018

Chairman's Message

Melinda N. Coonrod

June is always an eventful time of year at the Commission as the end of the fiscal year approaches, and this past month was no exception. Staff also attended the second clemency hearing of 2018 and celebrated our partners in criminal justice at the Florida Council on Crime and Delinquency Chapter II Annual Distinguished Service Awards Dinner.

The Board of Executive Clemency held its second quarterly clemency hearing of the year on June 14. A total of 101 cases were investigated and placed before the Clemency Board for consideration. Once again, the incomparable work of our clemency staff resulted in a successful hearing.

The Commission's involvement in public safety organizations and events provides excellent opportunities to both learn from other professionals, as well as share our own best practices. Our partnership with the Florida Council on Crime and Delinquency is a wonderful example. This month, several employees were present at the Chapter II awards dinner to celebrate achievements in criminal justice and to recognize outgoing and incoming leadership.

Finally, I'd like to thank our administrative team who tirelessly worked to meet all deadlines prior to the end of the fiscal year. We couldn't do our jobs without you. Your hard work is valued throughout the agency.

I am continually impressed by the excellent service our agency provides to the citizens and visitors of our state to ensure public safety. I encourage you to continue reading to learn more about the Commission's many achievements during the month of June.

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: June 2018

Office of the Commission Clerk

The number of cases docketed included: 911

- Parole - 72 (2 granted, 0 denied)
- Conditional Medical - 12 (5 granted, 7 denied, 0 deceased prior to the vote)
- Conditional Release - 698
- Addiction Recovery Supervision - 110

Revocations

- Warrants Issued – 167*
- Cases Reviewed and Prepared for Docket - 147*

**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 - 349
- Victims Located - 71
- Status updates to victims on parole, conditional medical and clemency cases – 644
- Assisted victims who attended parole or clemency hearings - 26

Field Services

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

- Parole Interviews - 65
- Revocation Interviews - 212
- Revocation Hearings - 46
- Total Interviews and Hearings for the Month – 323

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	2	3	1	4
PENDING CLEMENCY CASES	With Hearing: 322 W/O a Hearing: 14 Total Cases: 336	With Hearing: 503 W/O a Hearing: 22 Total Cases: 525	With Hearing: 527 W/O a Hearing: 15 Total Cases: 542	With Hearing: 745 W/O a Hearing: 36 Total Cases: 781	With Hearing: 666 W/O a Hearing: 47 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: June 2018

- Submitted 15 requisitions, nine security requests, 18 purchase requests, 183 invoices, 102 inner office requests, 15 work orders, and made 37 deliveries.
- 99% prompt payment compliance.
- Set expectations for staff in People First.
- All required staff submitted financial disclosures.
- Provided agency staff safety/wellness information.
- Submitted programing request to IT.
- FCOR held safety meeting.
- Statewide mandatory training completed by all staff.
- Training Survey completed and responses provided to management.
- Updated telecommuters list.
- Submitted the quarterly travel report.
- Responded to DFS p-card and voucher inquiries.
- Completed Safety Coordinator training.
- Responded to auditor questions throughout the month.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, Performance & Talent Management Employee Relations Classification & Compensation Recruitment & Selection.
- Hosted information session for Supplemental Insurance Plans and Retirement Services.
- HR created forms for Public Record Exemption and FMLA/FSWP Rights and Responsibilities.
- Updated fire drill evacuation list.

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: June 2018

During the month of June, the Office of the General Counsel generated thirty-one (31) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to eighty-five (85) public records requests.

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

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- 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.
- Conducted research for the potential use of video conferencing during parole hearings.

Office of Communications

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

Accomplishments: June 2018

- Responded to media inquiries regarding various Commission functions.
- Drafted talking points for meetings and presentations.
- Provided media assistance at the Board of Executive Clemency meeting.
- Attended the Florida Public Relations Association (FPRA) workshop on "Fake News."
- Composed and distributed press releases for the Broward County hearing and Chairman's reappointment.
- Compiled and posted the 2016-2017 RCR Recidivism Report.
- Updated Commissioner biographies following the reappointment of Chairman Coonrod.
- Implemented new media policy regarding hearing notifications.
- Completed two speeches.
- Drafted resolution for future Cabinet meeting.

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: June 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.

June marked our second clemency meeting for the year. Pardons were granted to 14 applicants, firearm authority to two applicants, and 26 grants for Restoration of Civil Rights. Eleven cases were continued and eight cases were taken under advisement. The Executive Orders have been completed and are being circulated for signatures at this time. The deadline for these new recipients to register to vote is July 30.

The office welcomed Shirley Johnson back as a Senior Clerk who will be working on the front lines as a call taker. The position was previously held by Antoine Dickey who has moved to the investigative side of clemency.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **44,330,006** inquiries with **2,571,838** searches for Restoration of Civil Rights (RCR) grants.
- **341,063** names were located and **101,601** 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: June 2018

- On June 14, 2018, the Governor and Cabinet, sitting collectively as the Clemency Board, held its second quarterly Clemency Board Meeting. The Commission completed and submitted 101 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, provided detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- Conducted criminal history reviews and developed information to produce the annual Restoration of Civil Rights Recidivism Report provided to the Clemency Board.
- Coordinated with the regional field offices to prepare closed clemency files for shipping and processing to central office. Completed processing 176 boxes containing 2,867 closed field and central office clemency files that were sent to the Storage Records Center in accordance with approved retention schedules.
- 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.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.

Monthly Accomplishments Report

- 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.