



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – March 2018

Chairman's Message

Melinda N. Coonrod

On Sunday, March 12, the 2018 Legislative Session officially ended with the traditional drop of the handkerchief. This year's session was extended two additional days in order to finalize the budget. Our Legislative Affairs Director was integral in ensuring that the Commission's voice and requests were heard downtown. I would like to personally thank Alec Yarger and those who supported him this session for being excellent advocates of the agency.

The Board of Executive Clemency held its first quarterly clemency hearing of the year on March 8. The Office of Executive Clemency and Clemency Investigations did a tremendous job preparing for the meeting. A total of thirty-nine cases were placed before the Clemency Board for consideration.

This month we recognized the social, economic, cultural, and political contributions of women, past and present, during National Women's History Month. From Susan B. Anthony and Clara Barton nearly 130 years ago, to Malala Yousafzai today, women have been a driving force of progress, and warriors in the fight for equality. In our own field of criminal justice, we are surrounded by women of great knowledge, skill, and drive. It is because of the sacrifices and achievements of those who came before us, that our successes are possible. As we continue throughout the year, let us be motivated by the hard work and accomplishments of those groundbreaking trailblazers.

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 March.

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: March 2018

Office of the Commission Clerk

The number of cases docketed included: 1,053

- Parole - 86 (1 granted, 0 denied)
- Conditional Medical - 6 (2 granted, 3 denied, 1 deceased prior to the vote)
- Conditional Release - 791
- Addiction Recovery Supervision - 161

Revocations

- Warrants Issued – 202*
- Cases Reviewed and Prepared for Docket - 172*

**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 - 411
- Victims Located - 57
- Status updates to victims on parole, conditional medical and clemency cases – 445
- Assisted victims who attended parole or clemency hearings - 52

Field Services

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

- Parole Interviews - 55
- Revocation Interviews - 207
- Revocation Hearings - 43
- Total Interviews and Hearings for the Month – 305

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	3	2	2	2
PENDING CLEMENCY CASES	With Hearing: 342 W/o a Hearing: 13 Total Cases: 355	With Hearing: 521 W/o a Hearing: 29 Total Cases: 550	With Hearing: 546 W/o a Hearing: 31 Total Cases: 577	With Hearing: 803 W/o a Hearing: 27 Total Cases: 830	With Hearing: 680 W/o a Hearing: 39 Total Cases: 719

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: March 2018

- Submitted 10 requisitions, 10 security requests, 11 purchase requests, 90 invoices, 146 inner office requests, 4 work orders, and made 22 deliveries.
- 98.9% prompt payment compliance
- All FCOR position descriptions in Word version are now located on the K drive.
- Updated MOA between FDC and FCOR for field staff located in FDC offices.
- Worked to prepare agency for benefits dependent audit.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, Administrator meeting.
- Provided agency staff safety/wellness information.
- Submitted the quarterly travel report.
- Set up folder on K Drive to house Word version of procedure directives as they are being updated.
- Assisted with employee newsletter.
- Submitted Property Values Worksheet.
- Sent Hurricane Irma estimates to OPB.
- Re-inventoried all FCOR Central Office keys and purchased additional key.
- Worked on all aspects of moving the Broward office into a new location.
- Responded to auditor questions throughout the month.
- VOCA Application submitted.
- Submitted recycling project.

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: March 2018

During the month of March, the Office of the General Counsel generated twenty-six (26) 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 March, the Commission received twenty-seven (27) positive orders, from state circuit courts, district courts of appeal, the Florida Supreme Court, and federal courts, including the Northern District of Florida and 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: March 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.
- Attended legislative budget conference meetings.
- Assisted the Governor's Office of Policy and Budget with legislative research.
- Tracked all legislation related to the Commission and its functions.
- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Completed the Commission's Final Legislative Report for the 2018 session.

Office of Communications

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

Accomplishments: March 2018

- Drafted miscellaneous messages to staff.
- Participated in the APAI Public Relations Committee teleconference.
- Attended several meetings of the Florida Public Relations Association (FPRA).
- Submitted the agency's Crime Intervention Initiative for the APAI CARE Award.
- Attended the 2018 Executive Communicators and Speechwriters Conference in Washington, DC.
- Developed new infographics for the agency.
- Created the graphics and program for the Commission's NCVRW 2018 presentation.

- Provided updates to interested media regarding the March meeting of the Board of Executive Clemency.

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: March 2018

A total of 102 cases were originally scheduled to be heard at the March meeting of the Board of Executive Clemency. Following a February 2018 ruling by federal judge Mark Walker in a lawsuit challenging Florida's system for restoring civil rights, cases seeking restoration of civil rights were continued to a future meeting pending the resolution of that lawsuit. Only cases seeking pardons and restoration of specific authority to own, possess, or use firearms were heard at this meeting.

Twenty eight (28) applicants appeared in person or were represented before the Board. Of the thirty nine (39) cases heard, 28 applicants appeared in person or were represented. A victim statement was read into the record by Dawn Mikola, FCOR Victim Services.

Executive Orders are being prepared for those granted clemency and all applicants have been notified of the results of the meeting with instructions provided for any options or additional steps available in the process. Pardon and firearm authority cases which have been determined eligible and have completed the investigative process are currently being placed on the upcoming agenda and those applicants are being notified.

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.

Some staff are participating in 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.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **39,411,694** inquiries with **1,610,866** searches for Restoration of Civil Rights (RCR) grants.
- **214,602** names were located and **99,795** 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: March 2018

- On March 8, 2018, the Governor and Cabinet, sitting collectively as the Clemency Board, held its first quarterly Clemency Board Meeting. The Commission completed and submitted 102 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, provided detailed

Monthly Accomplishments Report

information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.

- 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 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.
- Hired one new part-time OPS Commission Investigator.
- Provided customer service to clemency applicants.