



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – November 2018*

## Chairman's Message

*Melinda N. Coonrod*

November at the Commission is always an important and significant time. We honored our nation's heroes on Veterans Day, prepared for the General Election, and returned thanks for our many blessings on Thanksgiving.

With a General Election date of November 6, the clemency office saw a dramatic increase in calls and emails. Thanks to the hard work and dedication of the office, inquiries were responded to in an efficient, helpful, and timely manner. The clemency team continues to prove that they are an incredible asset to the Commission and state.

Finally, on November 15, Central Office joined together in fellowship to express our gratitude during our annual Thanksgiving luncheon. It was lovely to see the team take a well-deserved break, and enjoy each other's company as we returned thanks for life's many blessings.

I encourage you to continue reading this report to learn more about the Commission's accomplishments during the month of November.

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: November 2018

#### Office of the Commission Clerk

The number of cases docketed included: 620

- Parole – 70 (6 granted, 0 denied)
- Conditional Medical - 2 (2 granted, 0 denied, 0 deceased prior to the vote)
- Conditional Release - 449
- Addiction Recovery Supervision - 87

#### Revocations

- Warrants Issued – 149\*
- Cases Reviewed and Prepared for Docket - 79\*

*\*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 - 293
- Victims Located - 30
- Status updates to victims on parole, conditional medical and clemency cases – 783
- Assisted victims who attended parole or clemency hearings - 24

#### Field Services

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

- Parole Interviews - 95
- Revocation Interviews - 152
- Revocation Hearings - 35
- Total Interviews and Hearings for the Month – 282



REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	1	0	1	0	2
PENDING CLEMENCY CASES	With Hearing: 225 W/O a Hearing: 11 Total Cases: 236	With Hearing: 501 W/O a Hearing: 14 Total Cases: 515	With Hearing: 485 W/O a Hearing: 11 Total Cases: 496	With Hearing: 653 W/O a Hearing: 28 Total Cases: 681	With Hearing: 627 W/O a Hearing: 31 Total Cases: 658

## 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: November 2018

- Submitted 9 requisitions, 7 security requests, 23 purchase requests, 115 invoices, 119 inner office requests, 12 work orders, and made 34 deliveries.
- 99% prompt payment compliance.
- Drafted Update Telework Procedure Directive and Supporting Form.
- Provided agency staff safety/wellness information.
- Updated Human Resources Intranet Page.
- Provided design support for the annual report to Communications.
- Submitted programing request to IT.
- Attended Recruitment & Selection Community of Interest Meeting.
- Completed DAVID training.
- Hosted Wellness Workshop for Central Office Staff.
- Responded to DFS p-card and voucher inquiries.
- Processed accounting vouchers and P-Card reconciliation.
- Administration held team meeting.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting.
- Attended PALM project meetings.
- Updated the VOCA Application.

## 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: November 2018**

During the month of November, the Office of the General Counsel generated fifty (50) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to one hundred eleven (111) public records requests.

During the month of November, the Commission received twenty (20) 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: November 2018**

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Researched the potential impact and implementation of Amendment Four.
- Scheduled meetings with key criminal justice legislators.
- Revised legislative proposal bill language.

## Office of Communications

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

### **Accomplishments: November 2018**

- Responded to 35 media inquiries regarding various Commission functions.
- Scheduled two interviews for newly created Communications intern positions.
- Revamped the newsletter committee, bringing on two new members.
- Completed the Employee Handbook and Reference Guide.
- Continued working on the annual report.
- Sought nominations for the new Employee Mentor Program.
- Attended 947 training.



## 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: November 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.

The General Election on November 6 was all that we thought it would be. We continued our usual practice of assigning staff to work until the Florida polls closed at 8:00 p.m. (CST) the day of the election to assist applicants and be available for the supervisors of elections. Our office took 278 calls on Election Day and had a total of 178 calls the following day. Many of the calls the day after the election pertained to the passage of Amendment 4 and how applicants would be impacted. The implementation process of Amendment 4, which takes effect in January 2019, has not yet been determined.

### **Webpage Statistics**

- <https://FCOR.state.fl.us> has received **53,494,931** inquiries with **4,993,702** searches for Restoration of Civil Rights (RCR) grants.
- **989,363** names were located and **105,854** certificates have been printed.

Currently **378,104** RCR certificates are available for printing and can be searched on our website: [www.fcor.state.fl.us](http://www.fcor.state.fl.us) under the clemency tab or [www.FLrestoremyrights.com](http://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: November 2018**

- Prepared investigations for the December 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.
- 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.