



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – October 2018

Chairman's Message

Melinda N. Coonrod

After Hurricane Michael battered the Florida Panhandle, devastating so many, I was humbled to see Commission team members check in on each other and volunteer with local organizations. Several employees dedicated their time and efforts at the State Emergency Operations Center, assisting those who were most impacted by the catastrophic storm. Thank you, team, for always going above and beyond.

On October 17 and October 18, 2018, the Commission traveled to Lake County for the fourth out-of-town vote of the year. Thanks to the hard work of our staff, the meetings were successful and well attended. 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.

With a voter registration deadline of October 9 and the General Election not far behind, the clemency office saw a dramatic increase in calls and emails throughout the month. 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.

I can't state enough what an incredible team we have at the Commission. The dedication to your duties and to the state of Florida is quite noteworthy, but it's your commitment to helping others that truly blows me away. Thank you.

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

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: October 2018

Office of the Commission Clerk

The number of cases docketed included: 882

- Parole – 116 (3 granted, 0 denied)
- Conditional Medical - 7 (2 granted, 4 denied, 0 deceased prior to the vote)
- Conditional Release - 628
- Addiction Recovery Supervision - 117

Revocations

- Warrants Issued – 143*
- Cases Reviewed and Prepared for Docket - 176*

**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 - 267
- Victims Located - 25
- Status updates to victims on parole, conditional medical and clemency cases – 761
- Assisted victims who attended parole or clemency hearings - 52

Field Services

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

- Parole Interviews - 88
- Revocation Interviews - 183
- Revocation Hearings - 45
- Total Interviews and Hearings for the Month – 316

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	1	1	0	3
PENDING CLEMENCY CASES	With Hearing: 247 W/O a Hearing: 9 Total Cases: 256	With Hearing: 508 W/O a Hearing: 16 Total Cases: 524	With Hearing: 479 W/O a Hearing: 11 Total Cases: 506	With Hearing: 673 W/O a Hearing: 22 Total Cases: 695	With Hearing: 633 W/O a Hearing: 34 Total Cases: 667

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: October 2018

- The Fire Marshal inspected; FCOR had 0 findings and was 100% compliant.
- Submitted 25 requisitions, 7 security requests, 24 purchase requests, 116 invoices, 80 inner office requests, 9 work orders, and made 28 deliveries.
- 99% prompt payment compliance.
- Legislative Budget Request submitted and posted on portal.
- Provided agency staff safety/wellness information.
- Responded to DFS Risk Management and DC for the reimbursement from Hurricane Michael.
- Submitted programming request to IT.
- Held Safety Meeting.
- Processed Accounting vouchers and P-Card reconciliation.
- Administration held team meeting.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting.
- Completed fire walk-thru of Central Office.
- Attended DSGI Agency Outreach Program meeting.
- New People First reporting tool Business Objects implemented.
- Communication regarding Hurricane Michael.
- Finalized Statewide Safety First Training.
- Updated the VOCA Application.
- Attended the Effective Business Writing training.

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: October 2018

During the month of October, the Office of the General Counsel generated fifty-seven (57) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to seventy-seven (77) public records requests.

During the month of October, the Commission received seventeen (17) 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: October 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.

Office of Communications

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

Accomplishments: October 2018

- Responded to 55 media inquiries regarding various Commission functions.
- Presented Communications report at the Annual Business Meeting.
- Submitted article on internal communication methods for APAI newsletter.
- Attended the FPRA Capital Chapter Board conference call.
- Provided regular updates to staff regarding Hurricane Michael.
- Held two training sessions on effective business writing for Central Office staff.
- Coordinated Commission presentation to FAMU criminal justice students.
- On-camera interview with Capitol News Service regarding the Commission's Victims' Services Department.

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: October 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.

Executive Clemency was proud to present our accomplishments at the Annual Business Meeting on October 4. Shortly after that, Hurricane Michael arrived. We have spent the remainder of the month catching up with the day-to-day tasks required to keep the office running smoothly.

Preparations are being made to assign staff to work until 8:00 p.m. the day of the election to assist applicants and be available for the Supervisors of Elections.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **52,255,541** inquiries with **4,959,346** searches for Restoration of Civil Rights (RCR) grants.
- **979,018** names were located and **104,968** certificates have been printed.

Currently **378,102** RCR certificates are available for printing and can be searched on our website: www.fcor.state.fl.us under the clemency tab or 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: October 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.
- 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.
- Attended Business Meeting and staff attended Effective Business Writing training.