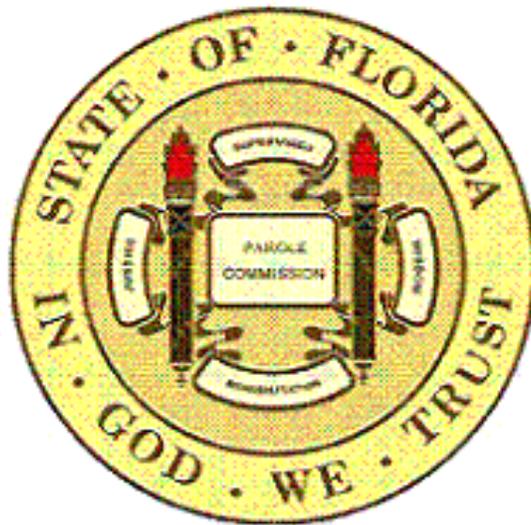


FLORIDA PAROLE COMMISSION

A Governor and Cabinet Agency Created in 1941



**PROVISO REPORT:
THE PROCESSING OF CLEMENCY CASES
FOR FY 2010-2011
PER PROVISO LANGUAGE IN SB 2000ER
2011 LEGISLATIVE SESSION**

**TENA M. PATE, CHAIR
OCTOBER 1, 2011**

**GOVERNOR RICK SCOTT
AND MEMBERS OF
THE FLORIDA CABINET**



The Florida Board of Executive Clemency

**Rick Scott, Governor
Pam Bondi, Attorney General
Jeff Atwater, Chief Financial Officer
Adam Putnam, Commissioner of Agriculture & Consumer Services**

THE FLORIDA PAROLE COMMISSION

**~AS THE INVESTIGATIVE AND ADMINISTRATIVE ARM OF THE
BOARD OF EXECUTIVE CLEMENCY~**

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MISSION STATEMENT

**“TO ENSURE PUBLIC SAFETY AND PROVIDE VICTIM ASSISTANCE
THROUGH THE POST PRISON RELEASE PROCESS”**

EXECUTIVE SUMMARY CLEMENCY CASES FY 2010-11

BOARD ACTIONS

- On March 9, 2011, the Clemency Board amended the Rules of Executive Clemency by,
 - eliminating automatic restoration of civil rights (RCR);
 - establishing five (5) and seven (7) year wait periods for RCR;
 - eliminating Waivers for pardons and firearm authority; and,
 - establishing the Request for Review process for Commutation of Sentences.
- The amended Rules were effective immediately and applied to **all** pending clemency applications and investigations.

PENDING CASES MARCH 1, 2011

- 105,341 clemency cases including RCR were pending March 1, 2011
- 98,963 RCR only cases were pending on March 1, 2011

PENDING CASES JULY 1, 2011

- 95,425 clemency cases including RCR were pending July 1, 2011
- 89,959 RCR only cases were pending on July 1, 2011
- 19,666 of the above pending RCR cases are without a hearing investigations
- 11,253 of the above pending RCR cases are with a hearing investigations

STAFF AND FUNDING FY 2010-11

- 43% of the Commission's workload is dedicated to the clemency activity
- Clemency expenditures for FY 2010-11 totaled \$3,488,354

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INTRODUCTION

The following report is a comprehensive overview of the Florida Parole Commission's (hereinafter referred to as the "Commission") clemency workload during FY 2010-11 processing and completing all types of clemency cases, in addition to the many issues which influence the process. In previous years this report solely focused on restoration of civil rights (hereinafter referred to as "RCR") cases. For FY 2010-11, the clemency activity represented 43% of the Commission's workload. This report is being provided in response to proviso language contained in specific appropriation 1319 contained in SB 2000ER, the General Appropriations Act for FY 2011-12.

Due to significant changes to the Rules of Executive Clemency (hereinafter referred to as the "Rules") made on March 9, 2011. There will be two reference periods for FY 2010-11: July 1, 2010 through March 9, 2011 and March 9, 2011 through June 30, 2011.

HISTORY OF THE PROVISO REPORT

Since 2002, the Legislature has required the Commission to provide annual status reports on the processing of RCR clemency cases. These annual updates were begun for four reasons: (1) a lawsuit filed in 2002 against the Department of Corrections (Department), caused an additional 124,000 clemency RCR *Without a Hearing* cases (RCR Level I automatic cases) to be added to the Commission's already burgeoning pending caseload; (2) concerns due to the large number of pending clemency cases being carried forward each fiscal year; (3) issues regarding the large annual increase in the number of clemency applications being received; and (4) the Commission's handling of these issues.

While the Commission completed the additional RCR "lawsuit" clemency cases in June 2004, cases that were pending at the time the lawsuit settlement was negotiated were set aside for processing until the lawsuit cases were completed. These special circumstances, together with subsequent changes made to the Rules by the Board in 2004, 2007, and most recently on March 9, 2011, along with staff and budget reductions made through the years, have created the pending caseload. For a chronological summary of key clemency events refer to Attachment B.

THE CLEMENCY PROCESS IN FLORIDA

The Commission functions as the administrative and investigative arm of the Board of Executive Clemency (hereinafter referred to as the "Board") with the Governor and members of the Cabinet sitting as the Board. Clemency is a constitutionally authorized process that provides the means through which convicted felons may be considered for relief from punishment and seek restoration of their civil rights. The forms of clemency include: a full pardon; pardon without firearm authority; pardon for misdemeanor; commutation of sentence; remission of fines and forfeitures; specific authority to own, possess, or use firearms; restoration of civil

rights in Florida; restoration of alien status under Florida law; and Capital Case (death penalty) reviews.

The Board establishes the Rules by mutual consent and is comprised of the Governor and the three additional members of the Cabinet: the Attorney General, the Chief Financial Officer, and the Commissioner of Agriculture and Consumer Services. Each of the Board members has a personal Clemency Aide who works closely with Commission staff to process clemency cases and carry out the policies and directives of the Board.

When a person is convicted of a felony in Florida, he/she loses the right to vote, sit on a jury, hold public office, and possess a firearm. The clemency process administered by the Commission provides the means through which the offender may have some or all of his/her rights restored. The clemency process also provides a means by which an offender may be considered for relief from punishment. Should an individual not meet the eligibility criteria for commutation of sentence as set forth in the Rules, he/she may file a Request for Review.

The type of clemency investigation conducted by the Commission primarily depends on the severity and nature of the offense and the form of clemency relief being sought. The Commission's website provides detailed information regarding the list of offenses that determine the category in which a case will be processed. The depth and scope of each investigation varies by type, and each type has a different waiting period after completion of sentence.

The Commission's clemency employees assist the Board in the orderly processing of matters placed before the Board for consideration and Board action. They conduct comprehensive, confidential investigations for the Board for applicants seeking one or more of the various forms of clemency relief utilizing records and databases of state and federal courts, and multiple criminal justice agencies. The referral, assignment, and approval of all cases processed by the Commission are generated and managed by the clemency database. These detailed investigations provide a broad picture of the applicant's history and activities, which assist the Board in making informed decisions.

Individuals seeking any form of clemency must submit an application and required court documents to the Office of Executive Clemency. Information is available on the clemency public website <https://fpc.state.fl.us/Clemency.htm> including application forms and instructional sheets. Individuals may check to see whether their rights have been granted. If granted, a copy of the certificate may be printed.

When civil rights are restored, a certificate is mailed with a voter registration application. If found ineligible, a letter is sent explaining how the person may proceed. The Commission provides the Board's action to the Florida Department of State on a bi-weekly basis so that it may use the information for verification purposes with the Central Voter Registration Database.

SB 2000ER, 2011 LEGISLATIVE SESSION: PROVISO LANGUAGE

The following is the proviso language contained in SB 2000ER, General Appropriations Act, 2011 Legislation, for FY 2011-12:

From the funds in Specific Appropriation 1319, the Parole Commission shall conduct a study and provide the following to the Governor's Office of Policy and Budget, the President of the Senate and the Speaker of the House of Representatives by October 1, 2011:

1. An update on the impact of the March 9, 2011, Clemency Board rules and policy changes to the clemency process as administered by the Parole Commission including, but not limited to, current performance goals and measures, an explanation of the new rules and types of cases, a valid determination of the number of pending clemency cases existing on March 9, 2011 and July 1, 2011, along with an explanation of the methodology used to determine the number of cases and their status and disposition.

Data must include total cases received for each of the past 5 years, the total number of cases processed for each of the past 5 years, and the total number of cases received or pending but not processed for each of the past 5 years;

2. An updated continuation plan reflecting the March 9, 2011, clemency rules changes using readily available data from existing automated systems;

3. Identification of all existing resources, workload, job descriptions, and internal business procedures for clemency activities; and

4. Proposed criteria, developed by case type to use in defining and classifying case backlogs which shall be based upon a reasonable length of time for the normal processing of cases. Case type refers to cases with a hearing and cases without a hearing.

In response to the above-referenced directive, the following four issues contain the information and support data for the RCR clemency-related activities administered by the Commission during FY 2010-11:

ISSUE ONE

1. An update on the impact of the March 9, 2011, Clemency Board rules and policy changes to the clemency process as administered by the Parole Commission including, but not limited to, current performance goals and measures, an explanation of the new rules and types of cases, a valid determination of the number of pending clemency cases existing on March 9, 2011 and July 1, 2011, along with an explanation of the methodology used to determine the number of cases and their status and disposition.

Data must include total cases received for each of the past 5 years, the total number of cases processed for each of the past 5 years, and the total number of cases received or pending but not processed for each of the past 5 years;

Clemency Board Amends Rules March 9, 2011

The Board amended its Rules March 9, 2011, eliminating automatic restoration of civil rights for ex-offenders, which had been adopted April 5, 2007, by the previous Board. The adoption of the amended Rules significantly changed the policy governing the granting of clemencies, were effective immediately, and applied to all pending clemency applications/investigations. These changes resulted in the redesign of the application, related instructional information, and website content.

The Board stated their action was based on their belief that it is appropriate to grant restoration of civil rights only to individuals who have demonstrated over a period of time that they are committed to living a crime-free life. The Board reasoned that this waiting period provides them the opportunity to determine whether, in fact, the person has made that commitment. Under the amended Rules, felons seeking to have their rights restored must complete a five (5) or seven (7) year waiting period to become eligible.

RCR cases are now classified as follows: *Without a Hearing* (Rule 9.A.) and *With a Hearing* (Rule 10.A.). *Without a Hearing* investigations are those where offenders, depending on the offense of conviction, are eligible for consideration only after five (5) years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions, and if no crimes have been committed and have not been arrested for a misdemeanor or felony for the five (5) years prior to the date the application is being reviewed. *With a Hearing* investigations are those where offenders with more serious offenses are eligible for consideration only after seven (7) years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions.

The new guidelines require specific court documents to be submitted by the applicant for each conviction. Under the previous Rules, individuals who did not meet the time requirements for Pardons, Firearm Authority, and Commutations of Sentence were permitted to request a hearing for consideration by the Board to waive the time constraints. This Waiver of the Rules process was discontinued for Pardons and Firearm Authority. The Waiver process has been renamed "Request for Review," which is only for Commutations of Sentence.

Rule 18 Report Provided July 1, 2011

A new requirement of the amended Rules is for the Commission to provide a Clemency Activity Report to Governor Scott and members of the Board beginning July 1, 2011.¹ Rule Eighteen of the Clemency Rules directed the Office of Executive Clemency, the Commission, and the Department to provide annually, beginning July 1, 2011, a report on the status of individuals whose rights were restored for the previous two calendar years, including recidivism statistics and evaluative data.

Rule 18 of the newly adopted March 9, 2011, Rules states:

18. Collection of Statistics and Evaluation of Clemency Action

The Office of Executive Clemency, in conjunction with the Florida Parole Commission and (the) Department of Corrections, shall collect and submit to the Clemency Board an annual written report providing statistics and evaluations regarding the status of those individuals whose rights were restored during the previous two calendar years. The first report shall be filed on July 1, 2011.

The first report was provided to the Board by the Commission on July 1, 2011, and is an overview of the processing and granting of restoration of civil rights cases for calendar years 2009 and 2010, along with data indicating the number of these individuals who have reoffended and been returned to the custody of the Department with a new prison commitment or period of supervision. To access this report, go to the following link: <https://fpc.state.fl.us/RP.htm> and select "2009-10 Clemency Action Report."

Impact of March 9, 2011 Amended Rules

While the amended Rules resulted in a reduced number of cases being received annually by the Commission, the changes resulted in an increase in the amount of staff time needed to complete investigations for cases now considered eligible. RCR *Without a Hearing* and RCR *With a Hearing* investigations require 5.1 or 13.8 hours of staff time to complete, respectively. The amended Rules did not impact Non-RCR² clemency cases which require a hearing and average 13.8 hours of staff time to complete.

One of the most significant changes of the amended Rules was the elimination of the automatic restoration of civil rights for eligible convicted felons. Under the previous Rules, the majority of all pending RCR cases were identified as Level 1 automatic approval reviews, which took an average of just under an hour to complete per case. However, these cases were eliminated

¹ "Status Update: Restoration of Civil Rights' (RCR) Cases Granted 2009 and 2010," submitted to the Board of Executive Clemency by the Parole Commission, July 1, 2011.

² Non-RCR: Full Pardon, Pardon Without Firearm Authority, Pardon for Misdemeanor, Commutation of Sentence, Remission of Fines and Forfeitures, Specific Authority to Own, Possess or Use Firearms, Requests for Review, and Capital Case (Death Penalty) Reviews.

under the amended Rules. All former Level 1 pending cases either have been or will be determined ineligible by time frames and closed, or have been converted to *With or Without a Hearing* cases. It should be noted that the two (2) classifications of RCR clemency cases take the same amount of time to complete as before, 5.1 or 13.8 hours of staff time to complete, respectively; however, with the elimination of the “automatic” cases, which involved a shorter processing time, all cases are now subject to the lengthier investigative process.

Transition Process

The Commission has worked diligently to transition to the new process. Procedural changes dictated by the amended Rules require that **all** pending application cases are to be processed under the new Rules.

There is a substantial workload component associated with the classifying of these cases as eligible or ineligible. Specific action taken by the Commission to address this includes the training of all clemency staff on the amended Rules and their effect on operations’ procedures and the processing of cases. An existing “Special Project Review Team” was directed to begin determining the status of each case under the amended Rules. With thousands of cases awaiting an eligibility determination, this process is expected to be quite lengthy. Once a determination has been made, correspondence will be sent to each applicant notifying them of their status.

For cases received after March 9, 2011, the Rules require specific court documents to be submitted by the applicant for each conviction. More time is spent during the initial receipt and data entry stage to determine if the necessary court documents are included with the application. The changes resulted in the redesign of all clemency applications, related instructional information and website information.

Current Commission Performance Goals and Measures Relating to Clemency

The Commission has three (3) Goals identified in the FY 2012-13 – 2016-17 Long Range Program Plan that relate to the Commission’s clemency function. While the Commission’s Goal 2 only pertains to a specific group of non-RCR clemency cases provided to the Board, Goals 4 and 5 were created specifically to measure the Commission’s performance as a result of the March 9, 2011 clemency Rules changes. These goals are explained in greater detail below:

GOAL 2. To ensure informed decision-making (Commission and Board).

OBJECTIVE 2A: To provide complete and accurate information to the Commission on Parole, Conditional Medical, Conditional, Addiction Recovery, and Control Release decisions, and the Board on non-RCR cases.

This goal was selected to ensure informed decisions are made by placing cases before the Commission and Board that have no factual errors. The objective of this goal is to ensure that

the Commission and Board have the most complete and accurate information upon which to base their decisions. “Complete information” means that staff has obtained or attempted to obtain all relevant information necessary for the Commission or Board to make an informed decision. “Accurate information” means that the information presented has been verified or there is a statement in the report or investigation as to the reason the information could not be verified. “Factual errors” are defined as an omission of information or reporting incorrect information. These errors do not include typographical errors.

The types of cases reviewed for errors include non-RCR clemency investigations, cases considered for release, and revocation hearings. The Commissioners and the Board identify errors in the reports and investigations for the various types of cases reviewed. These errors are tabulated and expressed as a percentage of the total number of cases that are placed before the Commission and the Board. By providing complete and accurate information, the Commission and the Board are able to make informed, accurate decisions. Targeting the error rate through performance measures allows the Commission to thoroughly evaluate errors and improve the release, revocation, and non-RCR clemency process.

This goal remains a high priority of the agency because the Commission and Board are ultimately decision-making bodies. The information provided to them by staff forms the basis of their decisions. Accordingly, their effectiveness as decision-makers is directly related to, or dependent in large part upon, the completeness and accuracy of the information provided.

The Commission addresses this priority by establishing clear policies and procedures, providing training, and completing quality assurance (QA) reviews. This ensures that staff produces a quality work product by having the Commission provide clear direction as to what is expected in the performance of their duties. Training provides detailed instruction on the correct procedures that must be followed when acting as a hearing officer in revocation proceedings or when acting as an investigator on a clemency case. The quality assurance reviews are conducted by regional administrators, supervisors, and central office staff.

The Commission exceeded its projected goal of 98% by placing 99% of its cases before the Commission and the Board with no factual errors in FY 2010-11.

GOAL 4. To ensure informed decision-making. (Board, RCR Without a Hearing cases).

OBJECTIVE 4A: To ensure that eligibility determinations and investigatory information provided to the Board for Restoration of Civil Rights Without a Hearing cases contain no factual errors.

GOAL 5. To ensure informed decision-making. (Board, RCR With a Hearing cases).

OBJECTIVE 5A: To ensure that eligibility determinations and investigatory information provided to the Board for Restoration of Civil Rights With a Hearing cases contain no factual errors.

The Commission requested new Goals 4 and 5 and performance measures in response to the Board amending the Rules on March 9, 2011, which changed the policy governing the clemency process. These goals focus on ensuring informed decisions are made by placing RCR cases before the Board containing no factual errors. Restoration of Civil Rights cases are now categorized as RCR *Without a Hearing* and RCR *With a Hearing* investigations.

The objectives of these goals are to ensure that the Board has the most complete and accurate information with which to base its decisions pertaining to restoration of civil rights. "Complete information" means that staff has obtained or attempted to obtain all relevant information necessary for the Board to make an informed decision. "Accurate information" means that the information presented has been verified or there is a statement in the report or investigation as to the reason the information could not be verified. "Factual errors" are defined as an omission of information, reporting incorrect information, or incorrectly determining eligibility. These errors do not include typographical errors.

The Commission acknowledges the significance and importance of the RCR process and providing quality investigative reports. Utilizing performance measures allows the Commission to evaluate the error rate of RCR cases and to improve the process.

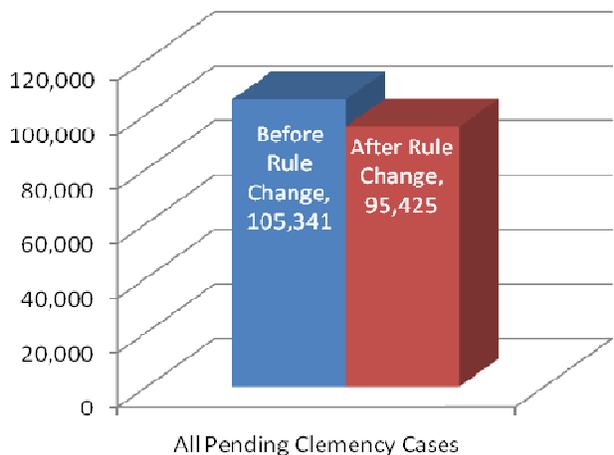
Errors are identified in Executive Orders and investigations for the various types of RCR cases reviewed. These errors are tabulated and expressed as a percentage of the total number of RCR cases that are placed before the Board. By providing complete and accurate information, the Board can make informed, accurate decisions.

The Commission addresses this priority by establishing clear policies and procedures, providing training, completing quality assurance (QA) reviews, and holding monthly RCR teleconferences. This ensures that staff produces a quality work product by having the Commission provide clear direction as to what is expected in the performance of their duties. Training provides detailed instruction on the Rules and the correct procedures when conducting a clemency investigation. The QA reviews are conducted by regional administrators, supervisors, and central office staff. Monthly statewide clemency teleconferences address questions from the field staff, discuss policies and procedures, and allow Clemency Investigations staff the opportunity to discuss any relevant issues.

These two performance measures, the percent of RCR *Without a Hearing* cases provided to the Board containing no factual errors and the percent of RCR *With a Hearing* cases provided to the Board containing no factual errors, were approved by OPB in 2011, with FY 2011-12 determined to be the baseline year to begin the collection of this data.

Pending Clemency Cases March 9, 2011 and July 1, 2011

There were 95,425 pending clemency cases as of July 1, 2011. To complete the pending clemency cases in one year, the Commission would need 192 FTEs. It would take the existing 39 staff (in whole or in part) five years to complete the current pending cases.

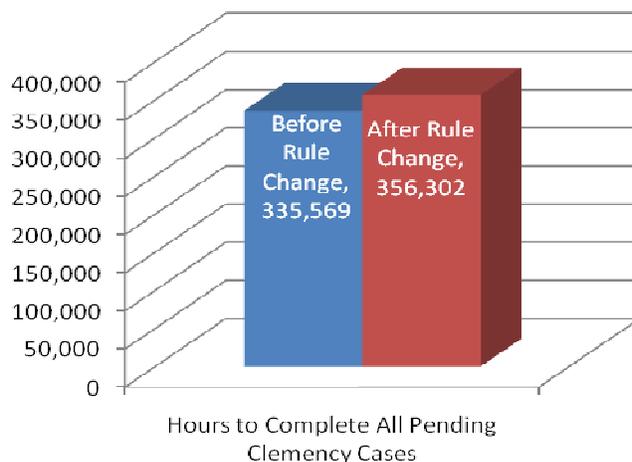


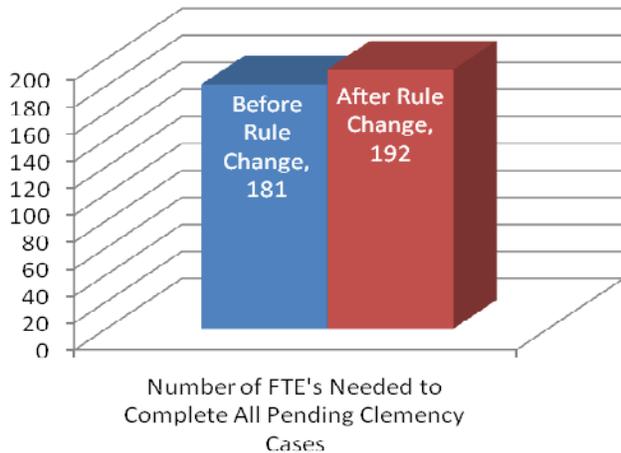
The Rules of Executive Clemency were amended on March 9, 2011. There were approximately 105,341 pending clemency cases as of March 1, 2011.

After the rule changes, there were 95,425 pending clemency cases as of July 1, 2011.

Before the Rules of Executive Clemency were amended, it would take approximately 335,569 hours to complete 105,341 pending clemency cases as of March 1, 2011.

After the rule changes, it would take approximately 356,302 hours to complete 95,425 pending clemency cases as of July 1, 2011.





Before the Rules of Executive Clemency were amended, 181 FTE's were required to complete 105,341 pending clemency cases as of March 1, 2011.

After the rule changes, 192 FTE's are required to complete 95,425 pending clemency cases as of July 1, 2011.

In addition to the pending cases, the Commission is projected to receive 4,725 clemency cases during FY 2011-12.

Methodology Used to Determine the Number of Clemency Cases

All cases "received" by the Office of Executive Clemency are entered in the Commission's Management of Application for Clemency (MAC) database.

The methodology used to calculate "pending" cases is based on the number of cases in the clemency database that do not have a completion date, thus pending cases currently means cases not yet completed. Pending cases include: prior year pending cases, plus new cases received, less those completed during the applicable fiscal year. These cases are proceeding through eligibility determination, the investigation process, or are waiting final action by the Board.

A clemency case is "closed" when (a) the application is found to be incomplete; (b) the person seeking a form of clemency is found ineligible; or (c) a final action is made by the Board, granting or denying a case.

The clemency function caseload for the past five years is stated below in Table 1 and Table 2. Table 1 reflects all types of clemency cases, including RCR. Table 2 identifies RCR cases only.

**Table 1: ALL CLEMENCY/RCR CASES RECEIVED, CLOSED AND PENDING
FY 2006-07 THROUGH FY2010-11**

ALL CLEMENCY CASES	FY2006/07	FY2007/08	FY2008/09	FY2009/10	FY2010/11
Cases Received	118,714	137,467	68,008	63,931	38,886
Cases Closed	56,009	171,948	76,069	38,355	30,565
Cases Pending June 30	87,722	70,766	62,924	88,096	95,425

**Table 2: RCR CASES RECEIVED, CLOSED AND PENDING
FY 2006-07 THROUGH FY2010-11**

RCR CASES	FY2006/07 Levels I and II only	FY2007/08 Levels I and II only	FY2008/09 Levels I and II only	FY2009/10 Levels I and II only	FY2010/11 ALL RCR Cases*
Cases Received	113,638	133,200	67,168	59,039	36,713
Cases Closed	53,856	151,823	74,255	36,946	27,456
Cases Pending June 30	82,504	63,881	56,794	78,887	89,959

*All RCR cases include 9 months of Level 1, 2 and 3 cases and 3 months of *Without a Hearing* and *With a Hearing* cases.

ISSUE TWO

2. An updated continuation plan reflecting the March 9, 2011, clemency rules changes using readily available data from existing automated systems;

In FY 2010-11, the clemency staff completed a review of all clemency functions. Operations were streamlined and efficiencies were implemented. The Commission remains vigilant for opportunities to improve the clemency process within existing resources.

The referral, assignment, and approval of all cases processed by the Commission are generated and managed by the clemency database. Commission staff conduct comprehensive, confidential investigations for the Board for applicants seeking one or more of the various forms of clemency relief utilizing records and databases of state and federal courts, and multiple criminal justice agencies including: Department of Corrections, Clerks of Court, Florida Crime Information Center / National Crime Information Center (FCIC/NCIC) through the Department of Law Enforcement, Department of Highway Safety and Motor Vehicles, Public Access to Court Electronic Records (PACER), Judicial Inquiry System (JIS), local law enforcement agencies, the Internet, and out-of-state boards and agencies. Further, the Commission uses the Comprehensive Case Information System (CCIS), a secured Internet Portal maintained by the Florida Association of Court Clerks, which provides a single point of access for statewide court case information.

The Commission is working with Department of Corrections' staff to design and create an application called *Restoration of Civil Rights (RCR) at a Glance* to assist examiners during the RCR investigation process. The goal is to increase accuracy and efficiency of RCR investigations by having all potentially relevant data from the Corrections Data Center (CDC) be called up with a single search.

The Commission provides the Board's action to the Florida Department of State on a bi-weekly basis so that it may use the information for verification purposes with the Central Voter Registration Database.

Individuals may check to see whether their rights have been granted by searching the Commission's public website. If granted, a copy of the certificate may be printed.

ISSUE THREE

3. Identification of all existing resources, workload, job descriptions, and internal business procedures for clemency activities; and

Staffing for Clemency Activity

In FY 2010-11, there were a total of thirty-nine (39) FTEs, in whole or in part, dedicated to completing clemency investigations. These employees were located within the agency as follows: the Office of Executive Clemency, six (6) FTEs; the Office of Clemency Investigations, eleven (11) FTEs; Operations/Field Services, twenty-one (21) FTEs, either whole or in part; and Victim Services, one (1) FTE (which is primarily funded by a VOCA grant).

In addition, there were an equivalent of three (3) FTEs that provided administrative support to the Clemency function; there were six (6) unfunded clemency positions and six (6) vacant clemency positions. In FY 2010-11, there were a total of fifty-four (54) positions, in whole or in part, associated with the Clemency function.

**TABLE 3: FTEs for Clemency Activity
Fiscal Years 2006-07 – 2010-11**

Fiscal Year	Total FTEs
06-07	58 FTEs
07-08	55 FTEs
08-09	44 FTEs
09-10	47 FTEs
10-11	39 FTEs

Position Descriptions

Attachments D, E and F contain the following position descriptions currently utilized in the Office of Executive Clemency, the Office of Clemency Investigations, Victim Services, and for staff in the field (Parole Examiners) who conduct investigations for the clemency process:

OFFICE OF EXECUTIVE CLEMENCY: TOTAL FTEs 6

Clemency Coordinator (1)
Parole Examiner (1)
Administrative Assistant II (1)
Staff Assistant (3)

OFFICE OF CLEMENCY INVESTIGATIONS: TOTAL FTEs 11

Director of Clemency Investigations (1)
Administrative Analyst (Capital Punishment Research Specialist) (1)
Operations & Planning Coordinator (Clemency Supervisor & Research Analyst) (1)
Executive Secretary (1)
Parole Examiner (5)
Parole Examiner (2) Part-time
Staff Assistant (1)

VICTIM SERVICES: TOTAL FTEs 1

Government Analyst I (Clemency Victims Coordinator) (1)

FIELD STAFF: TOTAL FTEs 21

(21) FTEs – in whole or in part

TOTAL CLEMENCY STAFF: 39 FTEs, in whole or in part, that complete clemency investigations

Legislative Budget Request

Each year, the Commission is requested by the Legislature to prioritize its spending, with the Commission's funding being allocated in recent years to those functions where critical public safety time frames are mandated. This is because there are no statutorily mandated timeframes required for performing clemency functions. The Commission does so by reiterating its position that public safety is its primary mission and its budget priorities ensure that its programs with critical public safety statutorily mandated time frames are met. Thus, funding to the clemency function has suffered during the current economic downturn. However, since the Commission serves as the investigatory and administrative arm of the Clemency Board it strictly follows all rules, policies, and Board directives to the best of its ability.

Since 2003, new positions have been requested annually in the Commission's Legislative Budget Request (LBR), but have not been funded, while the caseload has increased significantly. The Commission continues to request the necessary resources to focus on its core mission of public safety and to enable the Commission to respond to its stakeholders within a reasonable timeframe.

**TABLE 4: Expenditures for Clemency Function
Fiscal Years 2006-07 – 2010-11**

Fiscal Year	Total Clemency Expenditures
06-07	\$5,177,495
07-08	\$4,343,718
08-09	\$3,820,976
09-10	\$3,648,279
10-11	\$3,488,354

As of July 1, 2011, there were 95,425 pending clemency cases. To complete all of the pending clemency cases in one year, it would require 192 staff. It would take the existing staff of thirty-nine (39) FTE's, in whole or in part, who complete investigations five (5) years to complete the current pending clemency cases. Further, the Commission is projected to receive an additional 4,725 clemency cases during FY 2011-12. Recognizing the State's continuing budgeting constraints and current office space, the Commission is requesting ten (10) positions.

This budget request impacts a certain population of Florida's citizens, specifically ex-offenders seeking a specific form of clemency relief. By funding 10 additional FTEs to process and complete investigations, the Commission will be able to complete more cases, deliver better services to its customers and the public, and provide enhanced clemency services to the Clemency Board.

Of the total pending clemency cases, 19,666 are *RCR Without a Hearing* investigations. The requested ten (10) positions will complete 3,635 *RCR Without a Hearing* investigations in one year which will positively impact the pending clemency investigation workload and ensure that accurate eligibility determinations are made. One staff person works 1,854 hours annually x 10 positions = 18,540 hours. Each *RCR Without a Hearing* investigation takes 5.1 hours to complete, thus 18,540 hours will allow 3,635 *RCR Without a Hearing* investigations to be completed.

ISSUE FOUR

4. Proposed criteria, developed by case type to use in defining and classifying case backlogs which shall be based upon a reasonable length of time for the normal processing of cases. Case type refers to cases with a hearing and cases without a hearing.

Summary of Current Clemency Policies

The Board has directed clemency staff to process all clemency cases in the order in which they are received unless otherwise directed by the Clemency Board.

The Rules of Executive Clemency, as adopted by the Clemency Board on March 9, 2011, guide the Commission in conducting all clemency investigations to determine in which category each ex-offender will be processed.

The following information pertains to all forms of clemency with the exception of Commutation of Sentence requests. A Request for Review (Form 1502) must be completed for the Commutation of Sentence process. This application is available on our website, <https://fpc.state.fl.us/Clemency.htm> or it may be requested by calling our office at (850) 488-2952.

Restoration of Civil Rights cases are now divided into two categories: *Without a Hearing* (Rule 9.A.) and *With a Hearing* (Rule 10.A.) For more detailed information regarding the list of offenses that determine in which category a RCR case will be processed, refer to Attachment F or visit the Commission's website at the above-referenced link.

RCR Without A Hearing Cases: This type of investigation is designed to process less serious offenses and requires that 5 years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions. The applicant must remain crime and arrest free for 5 years prior to being reviewed by the Florida Parole Commission. The applicant must also provide certified court documents for each felony conviction with the application before it will be entered into the MAC database. A certified court document is a copy of the original document on file with the applicable agency (Clerk of Court, State Attorney's Office, Law Enforcement Agency, etc.) which bears the Clerk's original signature and seal attesting that the document is a true and correct copy of the original. The court documents can be obtained from the Clerk of Court in the county where the offense occurred and consist of the charging document (often referred to as the State Attorney Information or Indictment), Judgment; and Sentence/Community Control/Probation Order.

RCR With A Hearing Cases: This type of investigation is designed to process the more serious offenses and requires that 7 years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions. The applicant is also required to provide certified court documents for each felony conviction with the application before it will be entered into the MAC database. Court documents can be obtained from the Clerk of Court in the county where the offense occurred as stated above.

During the investigative phase, the Board will consider, but not be limited to, the following factors when determining whether to grant an applicant restoration of civil rights or an other form of clemency: the nature and circumstances of the offense; prior and subsequent criminal

record, including traffic offenses; employment history; child support obligations; mental health, drug or alcohol issues; domestic violence issues; and letters submitted in support of, or in opposition to, the granting of executive clemency.

The information requested from the applicant is necessary to provide the basic facts needed by the Board to make an informed judgment as to whether or not he/she should be granted restoration of civil rights or any other form of clemency. The applicant is not required to furnish any information. However, without the requested information, the Commission will be unable to provide complete information to the Board.

If an applicant's request for clemency requires a hearing, he/she will be scheduled to meet with a Commission Examiner, who is assigned the investigative phase by the Board for an interview. This Examiner may also speak with individuals who have written character or reference letters, employers, and other individuals who may be able to provide relevant information concerning the applicant.

Persons granted RCR based on the Without a Hearing investigation are sent a Certificate of RCR to the address on file. If the Board grants an application regarding a With a Hearing case, an Executive Order will be prepared, signed by the Board members, and a copy mailed to the individual.

Pardon or Pardon Without Firearm Authority: The Rules require that a person seeking a pardon or a pardon without firearm authority must have completed all sentences imposed and all conditions of supervision have expired or been completed, for a period of no less than 10 years. The applicant may not have any outstanding detainers or pending charges, owe restitution, or have any pecuniary penalties or liabilities which total more than \$1,000 and result from any criminal conviction or traffic infraction. This form of clemency requires an in-depth interview with an Examiner of the Florida Parole Commission. Individuals convicted in a federal, military, or out-of-state court are not eligible to apply.

Firearm Authority: The Rules require that a person seeking restoration of firearm authority must have completed all sentences imposed with all conditions of supervision having expired or been completed, for a period of no less than 8 years. A person may not have any outstanding detainers or pending charges, owe restitution, or have any pecuniary penalties or liabilities which total more than \$1,000 and result from any criminal conviction or traffic infraction. This form of clemency requires an in-depth interview with an Examiner of the Florida Parole Commission. Individuals convicted in a federal, military, or out-of-state court are not eligible to apply.

The granting of RCR is public record since it is a formal Board action. However, the act of filing an application and the status of a pending case is not public information and information is only provided on these cases to the applicant or his/her documented representative. Executive clemency files are maintained to provide for the exercise of the Governor and Cabinet's Constitutional clemency power and are routinely made available to them, members of their

staff, and other officials concerned with these proceedings. The Governor is the only person who can release information regarding an individual's clemency and can do so when required by law or to further the ends of justice (section 14.28, Florida Statutes).

Persons seeking clemency are not required to be represented by an attorney.

Persons are not eligible for any form of clemency if they are serving an active sentence, restitution is owed, or there are pending criminal charges, outstanding detainers, or warrants.

All information submitted to the Office of Executive Clemency becomes the property of this office and will not be returned. Any eligible person who has been granted or denied any form of executive clemency may not apply for further executive clemency for at least 2 years from the date that such action became final. A Request for Review of a Commutation of Sentence requires a 5 year waiting period before applying again.

Average Time for Processing Cases

While the amended Rules resulted in a reduced number of cases being received annually by the Commission, the changes resulted in an increase in the amount of staff time needed to complete investigations for cases now considered eligible under the amended Rules. RCR *Without a Hearing* and RCR *With a Hearing* investigations now require 5.1 or 13.8 hours of staff time to complete, respectively. Non-RCR clemency cases require a hearing and average 13.8 hours of staff time to complete per case, except for a Capital Case.

Prior to the amendment of the Rules, there were three categories of cases, Level I, Level II, and Level III. The average time for Level I cases took 0.91 hours, Level II cases took 5.1 hours, and Level III cases took 13.8 hours. The majority of all pending RCR cases were identified as Level 1 reviews. These cases were eliminated under the amended Rules.

The Commission's Performance-Based Budgeting (PBB) System captures work hours for each major activity within the Commission.

ATTACHMENT A

CLEMENCY TERMINOLOGY

Clemency Terminology

The following are common terms used in the clemency process. Also included are explanations of the various stages in the process.

Capital Case: A case in which an inmate has been sentenced to death and the Governor's Office has requested Clemency Investigations to review, update, or conduct an interview of the inmate and prepare an in-depth investigation for consideration of the signing of a death warrant or commutation of sentence to life.

Clemency Received Case: A clemency case received in the Office of Executive Clemency which includes the application and the required court documents.

Clemency Completed/Closed Case: A clemency completed/closed case is one: (a) where the application has been deemed to be incomplete; (b) or the person seeking a form of clemency has been determined ineligible; or (c) a final action has been made by the Board, granting or denying a case. The terms "completed" and "closed" are used interchangeably herein.

Clemency Pending Case: A clemency case received by the Office of Executive Clemency and the Florida Parole Commission that is moving through some stage of the eligibility determination or investigation process and/or is awaiting final action by the Clemency Board.

Clemency Board: Comprised of the Governor and members of the Florida Cabinet: the Attorney General, the Chief Financial Officer, and the Commissioner of Agriculture and Consumer Services.

Clemency Investigation: A background investigation conducted by a parole examiner to determine those persons requesting clemency who should be considered for any form of clemency by the Governor and Cabinet sitting as the Executive Clemency Board.

Restoration of Civil Rights (RCR)/Without a Hearing case: Investigations where the offender, depending on the offense of conviction, is eligible for consideration only after five (5) years have passed since the date of completion of all sentences, conditions of supervision imposed for all felony convictions, and if no crimes have been committed and have not been arrested for a misdemeanor or felony for the five (5) years prior to the date the application is being reviewed.

Restoration of Civil Rights (RCR)/With a Hearing case: Investigations where an offender with more serious offenses are eligible for consideration only after seven (7) years have passed since the date of completion of all sentences and conditions of supervision imposed for all felony convictions.

Request for Review: A request to waive the Board Rules by an individual seeking a commutation of sentence when the individual does not meet the eligibility requirements. A Request for Review hearing may be held to allow the individual's request to be considered by the Board.

ATTACHMENT B:
CHRONOLOGICAL KEY CLEMENCY EVENTS
2001-2011

Chronological Key Clemency Events 2001-2011

The following is a chronological history of events that have impacted the RCR clemency process for the past 10 years:

2001 A lawsuit filed against the Department regarding the Department's failure to assist inmates with the RCR application process as required by law (s. 944.293, F.S.) resulted in 150,000 cases being added to the Commission's pending RCR clemency workload as part of an agreement with the ACLU, the Department, and other parties. These "lawsuit" cases were given priority and placed ahead of other cases for processing.

2002 In March of 2002, the Board authorized the Commission and the Office of Executive Clemency to streamline the application process for restoration of civil rights. This resulted in a more "user friendly" one-page form requiring the most basic of information: name, address, and date of birth and directed the forms to be placed on the Commission's website: www.state.fl.us/fpc/exclem.html.

2002-03 The Governor recommended 14 new Parole Examiner positions to help in reducing the backlog of pending RCR *Without a Hearing* cases (today referred to as RCR *Level I Automatic* cases). These positions were approved by the Legislature in the 2002 Regular Session for FY 2002-03. During that period, over 120,000 offender files were reviewed for restoration of civil rights without a hearing eligibility. Having the additional Parole Examiner positions contributed significantly toward reducing the pending cases.

2003-04 The growth of clemency pending cases continued as a result of processing over 250,000 lawsuit and electronic applications over the past six years (1998-2004). Media attention and numerous RCR workshops held around the State were factors, along with the changes made to simplify the application process. These contributed to the increase in applications, while staffing of the Office of Executive Clemency remained unchanged.

2004 Beginning in 2004, a large volume of applications for all types of clemency continued to be submitted directly on-line through our website. Clemency Administration began notifying all individuals found ineligible for RCR *Without a Hearing* and provided information on how to proceed with the hearing process.

In June **2004**, Governor Bush praised the Commission and the Department for their efforts in completing the review of the 124,000 "lawsuit" clemency cases and in reducing the backlog of restoration of civil rights cases. These cases were processed through a monumental effort by Commission staff and a new streamlined application process, which included electronic applications submitted by the Department for individuals terminating supervision and ending prison terms. Governor Bush further noted, "As of June 1, 2004, the team has completed its work on 80% of these cases." As the lawsuit cases were completed, the pending "restoration of

civil rights cases *with a hearing*” continued to grow. These cases require a more extensive review referred to as a “full investigation” and the Commission sought additional funding for FTEs to handle these cases, which was denied.

In December **2004**, the Rules were revised again to allow individuals convicted of certain crimes to be considered for RCR *without a hearing* if the person has remained crime and arrest free for either five to fifteen years depending on the severity of the offense. These revisions were applied to all pending investigations and allowed for the conversion of many investigations which had previously required a hearing. Clemency Administration worked closely with Field Services and Information Services to provide training and database enhancements to ensure the implementation of these revisions.

2005 The 2005 Legislature directed OPPAGA to conduct a review of the Commission’s major functions and to evaluate options for reducing the backlog in processing executive clemency applications (OPPAGA Report No. 06-15).

2006-07 Clemency Staff worked with the Commission’s Information Technology staff over a six-month period to re-design the clemency database (Management Application of Cases “MAC” database) to be completed in late 2006. The 2006 Legislature added duties for clemency investigative staff in HB 7415 on seaport security when it gave the Commission the responsibility to investigate seaport security waivers for the Florida Department of Law Enforcement. This is the only statutory language requiring mandated timeframes to be met by clemency staff.

On **April 5, 2007**, Governor Crist and the Cabinet, acting as the Board, made significant changes to the Rules. These changes greatly expanded the number of ex-felons eligible to have their civil rights restored. Since April 5, 2007, the Commission has processed over 309,356 RCR Level I and Level II cases, with 153,190 individuals having their rights granted as of September 2010. This was accomplished in partnership with the Department, whose staff pre-screened almost 300,000 historical offender cases prior to the Commission’s final RCR eligibility determination. For FY 2007-08, the Commission requested funding for 14 FTEs and \$839,349 from the Legislature to address the increased pending clemency cases. No funding was granted.

2008 The Commission requested 42 FTEs and \$2.3 million in funding from the Legislature to process the increased number of eligible ex-felons and to reduce the increasing pending clemency cases. No funding was granted.

2009 The Commission requested 20 FTEs and \$1.2 million in funding from the Legislature to fund the Governor and Board’s clemency investigation workload and to address the pending clemency cases. No funding was granted.

2010 The Commission requested 20 FTEs and \$1.8 million in funding from the Legislature to fund the Governor and Board’s clemency investigation workload and to address the pending clemency cases. No funding was granted.

March 9, 2011 On March 9, 2011, the Board amended its Rules effectively eliminating automatic restoration of civil rights for ex-offenders, adopted April 5, 2007, by the previous Board, and significantly changed the policy governing the granting of clemencies.

2011 The Commission requested 30 FTEs and \$1,943,134 million in funding from the Legislature to fund the Board's clemency investigation workload and to address the pending clemency cases. No funding was granted.

2011 SB 146 by Senator Chris Smith, the "Jim King Keep Florida Working Act," was enacted during the 2011 Legislative Session and eliminated the requirement that ex-offenders have their civil rights restored prior to seeking a business license, permit, or certificate, a perceived barrier to employment. Passage of this bill may result in fewer RCR applications being received.

**ATTACHMENT C:
CLEMENCY CONTACT INFORMATION**

THE FLORIDA BOARD OF EXECUTIVE CLEMENCY



Rick Scott
Governor



Pam Bondi
Attorney General



Jeff Atwater
Chief Financial Officer



Adam Putnam
*Commissioner of
Agriculture and Consumer
Services*

FLORIDA PAROLE COMMISSION
Acts as the investigative arm for the Clemency Board
Tena M. Pate, Chair

For information on the Restoration of Civil Rights (RCR) process and all other forms of clemency, or to check on the status of a RCR/clemency **application**, contact:

The Office of Executive Clemency
Julia McCall, Coordinator
4070 Esplanade Way
Tallahassee, Florida 32399-2450

Toll Free: 1-800-435-8286
Phone: 850-488-2952
Fax: 850-488-0695

Email: Clemencyweb@fpc.state.fl.us
Website: <https://fpc.state.fl.us/clemency.htm>

or

www.FLrestoremyrights.com

Questions related to clemency **investigations** should be directed to:
Stephen Hebert, Director, Clemency Investigations, 850-487-1175

Public Information, Public Records Requests, and Media Inquiries should be directed to:
Jane Tillman, Director, Communications and Legislative Affairs, 850-921-2816 or
JaneTillman@fpc.state.fl.us.

ATTACHMENT D: POSITION DESCRIPTIONS

OFFICE OF EXECUTIVE CLEMENCY

**CLEMENCY COORDINATOR (1)
PAROLE EXAMINER (1)
ADMINISTRATIVE ASSISTANT II (1)
STAFF ASSISTANT (3)**

TOTAL FTEs: 6

**STATE OF FLORIDA
POSITION DESCRIPTION**

CAREER SERVICE <input type="checkbox"/> SELECTED EXEMPT SERVICE <input checked="" type="checkbox"/> SENIOR MANAGEMENT <input type="checkbox"/> OTHER <input type="checkbox"/> _____ SERVICE <input type="checkbox"/>				
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/> _____		
		Organization Level: Current: 78030100000 Proposed:		
NAME OF AGENCY: Florida Parole Commission		Position Number: 78002096 FTE: 1.0 Security Role Code: M		
DIVISION/COMPARABLE: Executive Clemency		Proposed Broadband Level Code:		
BUREAU/COMPARABLE: Executive Clemency		Current Broadband Level Code: 11-9199-2	Current Class Title: Executive Clemency Coordinator-FPC	
SECTION/SUBSECTION:		Proposed Broadband Level Code:	Proposed Class Title:	
HEADQUARTERS/COUNTY CODE: 037		Type of Transaction: Job Description being updated		
INCUMBENT:		APPROVAL AUTHORITY USE ONLY		
POSITION ATTRIBUTES: EEO: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code: 11-9199-2	Class Code: 0919	
		Approved By:		Effective Date:
		APPROVED BROADBAND OCCUPATION:		APPROVED CLASS TITLE:
1. This position reports directly to: Position Number <u>78000002</u> Broadband Level Code <u>169948</u> Broadband Occupation _____ Class Code <u>9948</u> Class Title <u>Commissioner Chairman</u>				
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: 43-6011-2- Administrative Assistant II- 0712- Position # 78003050, 43-6011-2- Staff Assistant Position #'s- 0120- 78000043,78002094,78002095 21-1092-3 - Parole Examiner -8127- Position # 78002051				
3. What statutes establish or define the work performed? 940 FSS				
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
5. Current budget for which this position is accountable (if applicable):				
_____ Salaries & Benefits		_____ O.P.S.		
_____ Expenses				

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of
Time

Duties and Responsibilities

75%

Administers and coordinates all functions pertaining to clemency matters involving the Governor and Cabinet, sitting as the Executive Clemency Board. The incumbent represents the Clemency Board in the day-to-day activities of the Office of Executive Clemency working with applicants, attorneys, judges, law enforcement, investigative personnel, state agency officials and Department of Corrections staff.

Includes supervision and evaluation of all staff.

This position requires thorough familiarity with State and Federal Laws, rules and regulations pertaining to clemency and must include full knowledge of the following:

Full Pardons; Pardons Without Firearm Authority; Pardons for Misdemeanors; Restoration of Civil Rights for Florida Conviction; Restoration of Civil Rights for Federal, Military, or Out-of-State Conviction; Remission of Fines or Forfeitures; Commutation of Sentences; Specific Authority to Own, Possess or Use Firearms (Federal Firearms Laws) Restoration of Alien Status.

20%

Responds to routine correspondence through emails received on the Clemency website, faxes, and telephone calls from parties involved in the processing of individual clemency applications on a case-by-case basis.

5%

Participates in the composition of various mandatory quarterly and yearly reports for the Parole Commission.

The Office of Executive Clemency performs the following duties:

Examines applications for clemency, verifying that such applicant has met the requirements of the rules and then accepts or rejects the application. Correspondence is sent to applicants and their attorneys when applications have been rejected, citing the issue determining ineligibility. Advises the applicant or attorney on steps to re-file the application. Answers correspondence directed to the Board and forwarded to Executive Clemency regarding individual clemency applicant status.

Forwards acceptable applications to Clemency Administration for investigative review and final determination for eligibility.

Acts as liaison between the Clemency Board and the applicants and/or attorneys.

Notifies applicants and/or attorney, victims, etc. of the clemency hearings. Presents agenda at Clemency Board hearings. Prepares executive orders granting different types of clemency as directed by the Board. The Executive Orders are circulated for signatures and tracked. Files original with the Department of State Division of Elections. Mails copy of the order signed and certified by the Coordinator to the individual receiving clemency or the individual's attorney.

Schedules informal fact-finding hearings for Clemency Aides to hear testimonies on applications for waiver of rules hearings. Arrange details for hearings, including, date, time, place and written agenda. Notifies applicants and/or attorneys, prosecuting attorneys and victims of hearing time. Monitors allotted time and provides assistance and additional information for the Clemency Aides.

In certain cases, as directed by the Board, the Coordinator travels to the correctional institutions to meet with inmates and give instructions on conditional clemency being granted and additional assistance as required. In addition, the Coordinator must contact probation officers and staff at residential treatment centers to monitor these cases for compliance with the conditions.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:
8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
9. Other job-related requirements for this position:
10. Working hours: (A) Daily from 8:00am to 5:00pm (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)
11. **Agency Use Only –**
Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check
Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA
POSITION DESCRIPTION**

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/> ____	
NAME OF AGENCY: Florida Parole Commission		<i>Organization Level:</i> Current: 78060505000 Proposed:	
DIVISION/COMPARABLE: Executive Clemency		Position Number: 78002051	FTE: 1.0
BUREAU/COMPARABLE: Executive Clemency		<i>Current Broadband Level Code:</i> 21-1092-3	<i>Current Class Title:</i> Parole Examiner <i>Current Class Code:</i> 8127
SECTION/SUBSECTION:		Proposed Broadband Level Code: 21-1092-3	<i>Proposed Class Title:</i> Parole Examiner Proposed Class Code: 8127
HEADQUARTERS/COUNTY CODE: 037		Type of Transaction: Job Description being updated	
INCUMBENT:		APPROVAL AUTHORITY USE ONLY	
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<i>Broadband Level Code:</i> 21-1092-3	<i>Class Code:</i> 8127
		<i>Approved By:</i> _____ <i>Effective Date:</i> _____	
		APPROVED BROADBAND OCCUPATION: Probation Officer and Correction Treatment Specialist	
		APPROVED CLASS TITLE: Parole Examiner	
2. This position reports directly to: Position Number <u>78002096</u> Broadband Level Code <u>11-9199-2</u> Broadband Occupation <u>Managers, All others</u> Class Code <u>0919</u> Class Title <u>Executive Clemency Coordinator</u>			
3. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
4. What statutes establish or define the work performed? <u>940 FSS</u>			
5. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
6. Current budget for which this position is accountable (if applicable):			

Salaries & Benefits

O.P.S.

Expenses

F.C.O.

Data Processing

TOTAL ALLOTMENT

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

7. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

5% Required to function as Assistant Coordinator and perform all necessary duties in Coordinator's absence; such as, but not limited to, day-to-day established duties, change of daily assignments of staff based on exigent need, approval of leave requests, attend committee meetings, respond and provide assistance to the Chairman and Parole Commissioners as well as the Director of Clemency Investigations upon request.

10% Assists Coordinator in second-chair position during pre-clemency meetings, actual clemency hearings and Request for Review hearings. Prepares agenda for clemency hearings and sends out notices to applicants of the hearing dates. Prepares agenda for quarterly clemency hearings. Notifies applicants and/or attorneys of final decision after clemency hearings. Responsible for updating database after clemency hearing. Provide applicants and/or attorneys with copies of executive orders after clemency hearing. File orders in appropriate files.

5% Responds to complex questions or problems which have escalated from the initial call taker.

60% Performs the first step of the clemency process which includes screening confidential applications for clemency to determine eligibility for civil rights restoration, restoration of alien status under Florida law, full pardon and specific authority to own, possess or use firearms, commutations of sentence and remission of fines and forfeitures. Supervises and trains staff performing this same task. Works closely with Department of Corrections staff to ensure restitution payments are paid to the correct offices. Interacts with Clemency Investigations to facilitate a smooth transition from the screening process to the investigative phase. Sole person responsible for re-instatement reviews and dispositions of previously closed cases.

5% Provides in-depth responses and explanations to attorneys, legislative aides and applicants regarding status and the clemency process as a whole.

5% Assists Coordinator in responding to the numerous emails regarding clemency which have been submitted to the Clemency Web address.

10% Compose Preliminary Review Lists and Executive Orders for signature by the Clemency Board Members. Responsible for preparing preliminary review list for Without A Hearing applications, executive orders and distribution of certificates of restoration of civil rights. Prepares preliminary review list for submission to Clemency Board for 60-day review which includes the assignment of an executive order number, a list of eligible applicants are compiled and proofed for errors. When returned, an Executive Order is prepared and forwarded to the Clemency Board for signatures. Correspondence advising applicants that their rights have been restored and a certificate is created and mailed to the applicant and a copy forwarded to Clemency Investigations. If requests are not granted, the case will then require a With A Hearing investigation. This staff person is responsible for tracking all Preliminary Review Lists and Executive Orders after they are forwarded to the Clemency Board. Enter status information into data base. Sends executive order, with cover letter, to Secretary of State for filing, keeps copy in office. Checks names of individuals which Department of Corrections have determined ineligible and submits letters to Secretary of State Office for removal from executive order.

8. Knowledge, skills and abilities, including utilization of equipment, required for the position:

Knowledge of principles of executive clemency, parole, probation, corrections or law enforcement work.
Knowledge of the principles of effective written and verbal communication.
Ability to research multiple data bases and compare/analyze for tracking and presentation.
Ability to prepare correspondence and reports that are professional in appearance and content.

9. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):

10. Other job-related requirements for this position:

11. Working hours: (A) Daily from 8:00am to 5:00pm (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

12. **Agency Use Only –**

Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
Security Check: No security screen required Background investigation required Background & fingerprint required
Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
Sensitive Agency Security Check
Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):

Date:

Discussed with Employee: Yes No
Supervisor's Signature:

Title:

Date:

Approval of Reviewing Authority: (Div. Director, Agency Head or other)

Title:

Date:

Approval of Agency Personnel Officer:

Title:

Date:

**STATE OF FLORIDA
POSITION DESCRIPTION**

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/> ____	
NAME OF AGENCY: Florida Parole Commission		Organization Level: Current: _____ Proposed: _____	
DIVISION/COMPARABLE: Executive Clemency		Position Number: 78003050	FTE: 1.0
BUREAU/COMPARABLE:		Current Broadband Level Code: 43-6011-03	Current Class Title: Administrative Assistant II Current Class Code: 0120
SECTION/SUBSECTION:		Proposed Broadband Level Code:	Proposed Class Title:
HEADQUARTERS/COUNTY CODE: 037		Type of Transaction: Updating Job Description	
INCUMBENT:		APPROVAL AUTHORITY USE ONLY	
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code:	Class Code:
		Approved By: _____	
		Effective Date: _____	
		APPROVED BROADBAND OCCUPATION:	
		APPROVED CLASS TITLE:	
3. This position reports directly to: Position Number <u>78002096</u> Broadband Level Code <u>11-9190</u> Broadband Occupation <u>Level 2 Manager</u> Class Code <u>0919</u> Class Title <u>Executive Clemency Coordinator</u>			
4. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
5. What statutes establish or define the work performed? Section 940, Florida Statute			
6. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
7. Current budget for which this position is accountable (if applicable): N/A			
_____		_____	
Salaries & Benefits		O.P.S.	
_____		_____	
F.C.O.		Data Processing	
_____		_____	
_____		TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation. N/A			

8. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time	Duties and Responsibilities
5%	Periodically, assigned rotating telephone duty responding to a high volume of callers requesting information regarding the complete process for restoration of civil rights, the clemency process and procedures, and various other subject areas related to clemency.
70%	Personally handles telephone calls regarding policy and procedures for applying for Commutations of Sentence through the Request for Review application process. Advises case status to applicants and attorneys upon request. Processes initial and final stages of Requests for Review applications. Forwards file to Clemency Investigations for recommendation, enters information into database, creates files, updates Request for Review status list. Prepares correspondence for Coordinator's signature advising applicants/attorneys when Requests for Review have been granted or denied. Sends copy to Clemency Investigations and Clemency Board. Enters disposition of case into database, transfers cases granted Request for Review to pending investigation file, Close files on cases denied Requests for Review. Notifies victims and state attorneys of disposition of cases. Acknowledges correspondence regarding Requests for Review cases and provides copies to Clemency Board and Clemency Administration. Prepares agenda for Request for Review hearings. Responsible for time management of Request for Review hearings.
15%	Advises Clemency Aides of case status and any additional information as requested. Provides information on clemency granted to Supervisors of Elections, state attorneys, law enforcement, licensing agencies, legislative aides, and individuals.
5%	Prepares letters and memoranda from rough drafts on general correspondence and on case files for Coordinator. Performs other related duties as required or requested by the Coordinator or Clemency Board. Assists Coordinator with individuals and calls by providing requested information.
5%	Responsible for applicant check-in and instructions at quarterly clemency board hearings. Also does follow-up with local news channels to obtain DVD copies of proceedings.

9. Knowledge, skills and abilities, including utilization of equipment, required for the position:

- Knowledge of Microsoft Word and Microsoft Excel.
- Ability to work independently and make decisions under pressure.
- Proficient in typing skills.
- Knowledge of grammar, punctuation and spelling.
- Proofreading skills.
- Knowledge of basic filing practices.
- Skilled in presenting information orally or in writing.
- Skilled in applying problem-solving techniques in a variety of situations.
- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to plan, organize and coordinate work assignments.

10. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
N/A

11. Other job-related requirements for this position:
Work overtime if needed with prior approval.

12. Working hours: (A) Daily from 8:00am to 5:00pm (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

13. Agency Use Only –

- Check those that apply:** Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/> Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA
POSITION DESCRIPTION

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/> ____	
NAME OF AGENCY: Florida Parole Commission		Organization Level: Current: _____ Proposed: _____	
DIVISION/COMPARABLE: Executive Clemency		Position Number: 78002094	FTE: 1.0
BUREAU/COMPARABLE:		Current Broadband Level Code: 43-6011-02	Current Class Title: Staff Assistant Current Class Code: 0120
SECTION/SUBSECTION:		Proposed Broadband Level Code: 43-6011-02	Proposed Class Title: Staff Assistant Proposed Class Code: 0120
HEADQUARTERS/COUNTY CODE: 037		Type of Transaction: Updating Job Description	
INCUMBENT:		APPROVAL AUTHORITY USE ONLY	
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input checked="" type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code: _____	Class Code: _____
		Approved By: _____	Effective Date: _____
		APPROVED BROADBAND OCCUPATION: _____	
		APPROVED CLASS TITLE: _____	
4. This position reports directly to: Position Number <u>78002096</u> Broadband Level Code <u>11-9190</u> Broadband Occupation <u>Level 2 Manager</u> Class Code <u>0919</u> Class Title <u>Executive Clemency Coordinator</u>			
5. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: N/A			
6. What statutes establish or define the work performed? Section 940, Florida Statute			
7. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
8. Current budget for which this position is accountable (if applicable): N/A			
_____		_____	
Salaries & Benefits	O.P.S.	Expenses	
_____		_____	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation. N/A			

9. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time	Duties and Responsibilities
5%	Periodically assigned rotating telephone duty responding to a high volume of callers requesting information regarding the complete process for restoration of civil rights, the clemency process and procedures, and various other subject areas related to clemency.
70%	Returns applications that are incomplete or ineligible due to Rules of Executive Clemency with correspondence providing remedy for re-filing. Each application along with the correspondence is scanned prior to sending and placed onto a separate computer drive for future reference. (Amendments to the Rules of Executive Clemency on March 9, 2011 produced several thousand applications which are no longer eligible and must be processed and returned.)
25%	Review applications for clemency to determine eligibility for civil rights restoration, alien status, full pardon and specific authority to own, possess or use firearm, and remission of fines and forfeitures. Respond personally to questions or problems relative to the acceptance or rejection of applications received via postal service, telephone, fax, or web email. Advise attorneys and applicants of status or disposition of cases as required.

10. Knowledge, skills and abilities, including utilization of equipment, required for the position:

- Knowledge of Microsoft Word and Microsoft Excel.
- Ability to work independently and make decisions under pressure.
- Proficient in typing skills.
- Knowledge of grammar, punctuation and spelling.
- Proofreading skills.
- Knowledge of basic filing practices.
- Skilled in presenting information orally or in writing.
- Skilled in applying problem-solving techniques in a variety of situations.
- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to plan, organize and coordinate work assignments.

11. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
N/A

12. Other job-related requirements for this position:
Work overtime if needed with prior approval.

13. Working hours: (A) Daily from 8:00am to 5:00pm (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

14. **Agency Use Only –**

- Check those that apply:** Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA
POSITION DESCRIPTION**

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/> ____	
		NAME OF AGENCY: Florida Parole Commission	
DIVISION/COMPARABLE: Executive Clemency		Organization Level: Current: _____ Proposed: _____	
BUREAU/COMPARABLE:		Position Number: 78002095	FTE: 1.0
SECTION/SUBSECTION:		Current Broadband Level Code: 43-6011-02	Current Class Title: Staff Assistant
HEADQUARTERS/COUNTY CODE: 037		Proposed Broadband Level Code: 43-6011-02	Current Class Code: 0120
INCUMBENT:		Proposed Class Title: Staff Assistant	Proposed Class Code: 0120
APPROVAL AUTHORITY USE ONLY			
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input checked="" type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code:	Class Code:
		Approved By:	Effective Date:
APPROVED BROADBAND OCCUPATION:			
APPROVED CLASS TITLE:			
5. This position reports directly to: Position Number <u>78002096</u> Broadband Level Code <u>11-9190</u> Broadband Occupation <u>Manager, All others</u> Class Code <u>0919</u> Class Title <u>Executive Clemency Coordinator-FPC</u>			
6. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: N/A			
7. What statutes establish or define the work performed? Section 940, Florida Statute			
8. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
9. Current budget for which this position is accountable (if applicable): N/A			
_____ Salaries & Benefits		_____ O.P.S.	
_____ F.C.O.		_____ Expenses	
_____ Data Processing		_____ TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation. N/A			

10. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

- 5% Periodically, assigned rotating telephone duty responding to a high volume of callers requesting information regarding the complete process for restoration of civil rights, the clemency process and procedures, and various other subject areas related to clemency.
- 70% Respond to emails, postal letters, faxes and telephone calls from law enforcement and States Attorney's Offices requiring verification of Restoration of Civil Rights and all other forms of clemency. Prepare the "Gold Seal" verification document along with a business letter. Documents are then forwarded to the Coordinator for signature. Mail the "Gold Seal" letter to the requesting agency and update internal tracking data base. File the original "Gold Seal" request along with a copy of the "Gold Seal" Letter. Maintain the records retention for Gold Seal request ensuring that we keep what is necessary and properly disposing of eligible records that have met the retention requirements.
- 25% Prepare closed status letters to ineligible applicants which have been reviewed by examiners in Clemency Administration.

11. Knowledge, skills and abilities, including utilization of equipment, required for the position:
 Knowledge of Microsoft Word and Microsoft Excel.
 Ability to work independently and make decisions under pressure.
 Proficient in typing skills.
 Knowledge of grammar, punctuation and spelling.
 Proofreading skills.
 Knowledge of basic filing practices.
 Skilled in presenting information orally or in writing.
 Skilled in applying problem-solving techniques in a variety of situations.
 Ability to understand and apply applicable rules, regulations, policies and procedures.
 Ability to plan, organize and coordinate work assignments.

12. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
 N/A

13. Other job-related requirements for this position:
 Work overtime with prior approval.

14. Working hours: (A) Daily from 8:00am to 5:00pm (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

15. **Agency Use Only** –
Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check
Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

**STATE OF FLORIDA
POSITION DESCRIPTION**

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/> ____	
		NAME OF AGENCY: Florida Parole Commission	
DIVISION/COMPARABLE: Executive Clemency		<i>Organization Level:</i> Current: _____ Proposed: _____	
BUREAU/COMPARABLE:		Position Number: 7800043	FTE: 1.0
SECTION/SUBSECTION:		Current Broadband Level Code: 43-6011-02	Current Class Title: Staff Assistant
HEADQUARTERS/COUNTY CODE: 037		Proposed Broadband Level Code: 43-6011-02	Proposed Class Title: Staff Assistant
INCUMBENT:		Security Role Code: 0120	
APPROVAL AUTHORITY USE ONLY			
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code:	Class Code:
		Approved By:	Effective Date:
APPROVED BROADBAND OCCUPATION:			
APPROVED CLASS TITLE:			
6. This position reports directly to: Position Number <u>78002096</u> Broadband Level Code <u>11-9190</u> Broadband Occupation <u>Level 2 Manager</u> Class Code <u>0919</u> Class Title <u>Executive Clemency Coordinator</u>			
7. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: N/A			
8. What statutes establish or define the work performed? Section 940, Florida Statute			
9. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
10. Current budget for which this position is accountable (if applicable): N/A			
_____ Salaries & Benefits		_____ O.P.S.	
_____ F.C.O.		_____ Expenses	
_____ Data Processing		_____ TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation. N/A			

11. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time	Duties and Responsibilities
10%	Periodically, assigned rotating telephone duty responding to a high volume of callers requesting information regarding the complete process for restoration of civil rights, the clemency process and procedures, and various other subject areas related to clemency.
10%	Retrieves mail, opens, time stamps, sorts and distributes to appropriate employee or section.
5%	Independently prepares routine correspondence for Coordinator's signature regarding clemency status inquiries.
55%	Independently reviews all applications and Requests for Review received by the Office of Executive Clemency for restoration of civil rights and clemency. Sole responsibility for entering the applications, including Requests for Review in the data base which commences the process. If application is not submitted properly, prepares correspondence to address deficiencies in the submissions and returns documents to the sender.
10%	Participates in training new employees/interns/volunteers.
10%	Prepares closed correspondence to applicants who are found to be ineligible.

12. Knowledge, skills and abilities, including utilization of equipment, required for the position:

- Knowledge of Microsoft Word and Microsoft Excel.
- Ability to work independently and make decisions under pressure.
- Proficient in typing skills.
- Knowledge of grammar, punctuation and spelling.
- Proofreading skills.
- Knowledge of basic filing practices.
- Skilled in presenting information orally or in writing.
- Skilled in applying problem-solving techniques in a variety of situations.
- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to plan, organize and coordinate work assignments and delegate when necessary.

13. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
N/A

14. Other job-related requirements for this position:
Work overtime if needed with prior approval.

15. Working hours: (A) Daily from 8:00am to 5:00pm (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

16. **Agency Use Only –**

- Check those that apply:** Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):	Date:	
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

ATTACHMENT E: POSITION DESCRIPTIONS

OFFICE OF CLEMENCY INVESTIGATIONS

DIRECTOR (1)

OPERATIONS & PLANNING COORDINATOR (1)

ADMINISTRATIVE ANALYST-(CAPITAL PUNISHMENT)

RESEARCH SPECIALIST FPC (1)

PAROLE EXAMINER (5)

PAROLE EXAMINER (PART-TIME) (2)

EXECUTIVE SECRETARY (1)

STAFF ASSISTANT (1)

TOTAL FTEs: 11

STATE OF FLORIDA POSITION DESCRIPTION

CAREER SERVICE <input type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>				
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>		
NAME OF AGENCY: Florida Parole Commission		Organization Level: Current: 7800 Proposed:		
DIVISION/COMPARABLE: Office of Clemency Administration	Position Number: 00037	FTE: 1	Security Role Code: M	
BUREAU/COMPARABLE: Office of Clemency Administration	Current Broadband Level Code: 10-1021-01	Current Class Title: Director, Clemency Administration	Current Class Code: 8160	
SECTION/SUBSECTION:	Proposed Broadband Level Code:	Proposed Class Title:	Proposed Class Code:	
HEADQUARTERS/COUNTY CODE: 0037	Type of Transaction: Updating Job Description			
INCUMBENT:	APPROVAL AUTHORITY USE ONLY			
POSITION ATTRIBUTES: EEO: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input checked="" type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Broadband Level Code:	Class Code:	Approved By:	Effective Date:
	APPROVED BROADBAND OCCUPATION:			
	APPROVED CLASS TITLE:			
7. This position reports directly to: Position Number <u>78000002</u> Broadband Level Code <u>169948</u> Broadband Occupation _____ Class Code <u>9948</u> Class Title <u>Commissioner/Chairman</u>				
8. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position: 11-1021-02, Operations and Planning Coordinator, 8050, Position #03008, Tallahassee 13-1111-03, Administrative Analyst, 8138, Position #01799, Tallahassee 43-6011-02, Executive Secretary, 0114, Position #00021, Tallahassee 43-6011-02, Staff Assistant, 0120, Position #02057, Tallahassee 21-1092-03, Parole Examiner, 8127, Position #03077, #03078, #03082, #02034, #02080, 02081, Tallahassee 21-1092-04, Parole Examiner Supervisor, 8133, Position #03076, Tallahassee				
9. What statutes establish or define the work performed? 947.04, F.S.				
10. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
11. Current budget for which this position is accountable (if applicable):				

Salaries & Benefits

O.P.S.

Expenses

F.C.O.

Data Processing

TOTAL ALLOTMENT

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

12. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

This position reports directly to the Chairman of the Florida Parole Commission and is responsible for the management of all activities and programs of the Office of Clemency Administration in accordance with Florida Statute 947.04. Develops procedures and recommends policies relating to clemency investigations.

- 20% Directs and coordinates workload, deadlines, work objectives, and time utilization with all staff in the Office of Clemency Administration and evaluates employees through established evaluation criteria and responsibilities.
- 10% Directs an efficient system for receipt of clemency applications from the Office of Executive Clemency and referral for investigations to field offices.
- 10% Directs a quality assurance program related to the review of all eligible Level 1 Automatic Approval Restoration of Civil Rights (RCR) cases prior to placement on an Executive Order by the Office of Executive Clemency.
- 8% Establishes directions, guidelines and training manuals to regional field offices for the conduct of clemency field investigations. Leads monthly teleconference calls with field Regional Administrators and Supervisors.
- 7% Responsible for overseeing and making requests for design, development, support and enhancements to the Management of Application for Clemency (MAC) database; works with DC OIT to coordinate all modifications to the clemency database.
- 5% Reviews or directs the review of each clemency file for quality assurance, including completeness, accuracy and clarity, and supplements/edits the final report on all Confidential Case Analyses submitted to the Governor and Cabinet. Provides for Commission review and vote, and finalizes the Commission recommendation for the report.
- 2% Assigns Level 1 RCR cases to Regional Administrators of field offices.
- 2% Attends hearings before the Governor and Cabinet, acting as the Board of Executive Clemency, and assists the Chairman when clemency cases are considered by the Board. Attends and represents the Commission in meetings and responds to questions from Clemency Aides prior to each quarterly Clemency Board Meeting.
- 5% Directs the investigative and interview process of capital punishment cases referred by the Governor's office for clemency consideration. Upon completion of an investigation and interview, case brief, and compilation of other court and Department of Corrections records, a comprehensive case packet is provided to the Board of Executive Clemency.
- 5% Directs the investigative and interview process for all Seaport Security Waiver cases received from the Florida Department of Law Enforcement (FDLE). Upon completion of an investigation in compliance with established guidelines, a fact-finding report along with the complete application packet is provided to FDLE within in 90 days of receipt of the original application.
- 5% Assists in the development of clemency information in agency reports such as the Long Range Program Plan, Performance Measures, Legislative Budget Requests, Annual Report and Proviso Report on the Restoration of Civil Rights (RCR) to the Legislature. Assists the Director of Communications and Legislative Affairs in correspondence to legislative offices pertaining to clemency matters. Directs and approves the development of clemency data in response to requests made by government agencies, the Legislature, Clemency Board Members, and public records requests.
- 5% Directs the review of all requests for waiver of the rules in cases referred by the Office of Executive Clemency to provide for accurate and complete reports to be reviewed by the Commission and the Board of Executive Clemency. Directs the attendance by staff at hearings held before the Clemency Aides when requests for waivers are presented by applicants, attorneys, family members, etc. State Attorneys, victims and victim's families may also attend to express opposition.
- 1% Coordinates with the Department of Corrections the release of clemency applicants who have been granted commutations of sentence by the Board of Executive Clemency. Monitor the progress of clemency applicants who have been granted conditional commutations of sentence and are under the supervision of probation officers, and forward quarterly

progress reports to the Board of Executive Clemency.

- 2% Coordinates with the Commission’s clemency victim advocate to ensure that victims and victim’s families are located, contacted and afforded comments in various types of clemency investigations.
- 2% Directs the retention of inactive clemency investigation files to the State Records Center for storage purposes and efficient retrieval.
- 3% Provides training and educational materials related to the RCR process, the Rules of Executive Clemency, and the clemency investigation process to citizens and community groups, legislative staff, supervisors of elections, and other criminal justice agencies and organizations.
- 5% Responds to routine correspondence and emails, faxes, telephone calls from parties involved in the processing of individual clemency applications on a case-by-case basis.
- 3% Performs other managerial and administrative duties as required and as assigned by the Commission Chairman or in response to requests made by the Governor and Cabinet.

13. Knowledge, skills and abilities, including utilization of equipment, required for the position:

- Ability to work independently
- Ability to work under stressful conditions
- Ability to initiate and conduct interviews
- Ability to conduct thorough investigations
- Ability to meet deadlines
- Ability to communicate effectively, verbally and in writing with public officials in all areas of Local, State and Federal Governments
- Ability to use and interpret data found in Criminal Justice Databases
- Ability to plan, organize and coordinate work assignments
- Ability to organize and lead a team on special projects
- Ability to analyze and interpret data
- Ability to understand and apply laws, rules, regulations, policies and procedures
- Ability to properly handle matters of highly confidential nature
- Ability to supervise subordinates
- Skill in using a personal computer to compose reports and access information
- Skill in proofreading
- Knowledge of Microsoft Word and Excel
- Knowledge of criminal justice principles and practices, legal terminology and methods and techniques of reviewing, researching and summarizing criminal and social data
- Knowledge of the principles of executive clemency, parole, probation, corrections or law enforcement work
- Knowledge of the Criminal Justice System, Codes, & Statutes

14. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):

15. Other job-related requirements for this position:

16. Working hours: (A) Daily from 8:00am to 5:00pm (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

17. Agency Use Only –

- Check those that apply:** Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor’s Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA POSITION DESCRIPTION

CAREER SERVICE <input type="checkbox"/> SELECTED EXEMPT SERVICE <input checked="" type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/> ____	
		NAME OF AGENCY: FLORIDA PAROLE COMMISSION	
DIVISION/COMPARABLE: OFFICE OF CLEMENCY ADMINISTRATION		Organization Level: Current: _____ Proposed: _____	
BUREAU/COMPARABLE: OFFICE OF CLEMENCY ADMINISTRATION		Position Number: 7803008	FTE: 1.00
SECTION/SUBSECTION:		Current Broadband Level Code: 11-1021-02	Current Class Title: OPERATIONS & PLANNING COORDINATOR
HEADQUARTERS/COUNTY CODE: 0037		Proposed Broadband Level Code:	Proposed Class Title:
INCUMBENT:		Security Role Code: E	
POSITION ATTRIBUTES: EEO: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input checked="" type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		APPROVAL AUTHORITY USE ONLY	
		Broadband Level Code:	Class Code:
		Approved By:	Effective Date:
		APPROVED BROADBAND OCCUPATION:	
		APPROVED CLASS TITLE:	
8. This position reports directly to: Position Number <u>78000037</u> Broadband Level Code <u>10-1021-01</u> Broadband Occupation ____ Class Code <u>7931</u> Class Title <u>DIRECTOR OF CLEMENCY ADMINISTRATION</u>			
9. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
10. What statutes establish or define the work performed?			
11. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
12. Current budget for which this position is accountable (if applicable):			
_____		_____	
Salaries & Benefits	O.P.S.	Expenses	
_____		_____	
F.C.O.	Data Processing	TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

13. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

This position reports to the Director of Clemency Administration and serves three functions: 1) as the data manager for the Commission, 2) as a supervisor in Clemency Administration and 3) as the Records Management Liaison Officer for the Commission.

30%

The incumbent assists the Director of Clemency Administration, the Director of Administration and the Director of Communications with Long Range Program Planning, Performance Measures, Legislative Budget Requests, and the Annual Report. The incumbent extracts, analyzes, prepares and compiles data for use by management as well as in response to requests from other governmental agencies, the Legislature, private groups, the media and other interested parties regarding the Commission's workload data. The incumbent also provides training to managers on issues pertinent to research, statistical analysis and performance based budgeting.

65%

The incumbent assists the Director of Clemency Administration by supervising a team of Parole Examiners conducting Restoration of Civil Rights investigations and also oversees the Quality Assurance program for TOS/ EOS Level I Automatic Restoration of Civil Rights investigations.

The incumbent directs and coordinates workload, deadlines, work objectives, and time utilization with assigned employees and evaluates employees through established evaluation criteria and responsibilities.

The incumbent reviews and assigns cases to Parole Examiners for quality assurance and supervisory case reviews and prepares Quality Assurance reports for management review.

The incumbent conducts Level 1 investigations using FCIC/NCIC, CCIS, MAC, CDC, DAVID, PACER, and by correspondence, fax, email, and telecommunications with other state, local and federal jurisdictions.

The incumbent reports and recommends changes needed to the MAC database.

The incumbent reports any data integrity issues and makes change recommendations.

The incumbent prepares upon request, ad-hoc reports and internal monthly status reports that may include the status of all Clemency applications that were granted, completed, received or pending and may include other requested information.

5%

The incumbent is also the Records Management Liaison Officer for records retention, storage, and disposition and also oversees the internal records database for the Office of Clemency Administration.

14. Knowledge, skills and abilities, including utilization of equipment, required for the position:

- Ability to work independently
- Ability to work under stressful conditions
- Ability to initiate and conduct interviews
- Ability to conduct thorough investigations
- Ability to meet deadlines
- Ability to communicate effectively, verbally and in writing
- Ability to use and interpret data found in Criminal Justice Databases
- Ability to plan, organize and coordinate work assignments
- Ability to organize and lead a team on special projects
- Ability to analyze and interpret data
- Ability to develop methodology and prepare ad-hoc reports data extracts upon request
- Ability to use Microsoft ACCESS, EXCEL and WORD and POWERPOINT.
- Ability to understand and apply laws, rules, regulations, policies and procedures.
- Ability to properly handle matters of highly confidential nature.
- Knowledge of criminal justice principles and practices, legal terminology and methods and techniques of reviewing, researching and summarizing criminal and social data.
- Knowledge of the principles of executive clemency, parole, probation, corrections or law enforcement work.
- Knowledge of the Criminal Justice System, Codes, & Statutes

15. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
FCIC/NCIC

16. Other job-related requirements for this position:

17. Working hours: (A) Daily from 8:00 AM to 5:00 PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

18. Agency Use Only –

- Check those that apply:** Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):

Date: 09/17/2010

Discussed with Employee: Yes No
Supervisor's Signature:

Title:

Date:

Approval of Reviewing Authority: (Div. Director, Agency Head or other)

Title:

Date:

Approval of Agency Personnel Officer:

Title:

Date:

CAREER SERVICE <input type="checkbox"/> SELECTED EXEMPT SERVICE <input checked="" type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/> _____			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(2N)(1A), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input checked="" type="checkbox"/> _____	
NAME OF AGENCY: FLORIDA PAROLE COMMISSION		Organization Level: Current: 78030000 Proposed: 78030000	
DIVISION/COMPARABLE: CLEMENCY ADMINISTRATION		Position Number: 78001799	FTE: 1.0
BUREAU/COMPARABLE: CLEMENCY ADMINISTRATION		Current Broadband Level Code: 13-1111-3	Current Class Title: ADMINISTRATIVE ANALYST Current Class Code: 8138
SECTION/SUBSECTION:		Proposed Broadband Level Code:	Proposed Class Title:
HEADQUARTERS/COUNTY CODE: 0037		Type of Transaction: UPDATE JOB DESCRIPTION	
INCUMBENT:		APPROVAL AUTHORITY USE ONLY	
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input checked="" type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code:	Class Code:
		Approved By:	
		Effective Date:	
		APPROVED BROADBAND OCCUPATION:	
		APPROVED CLASS TITLE:	
9. This position reports directly to: Position Number 78000037 Broadband Level Code <u>10-1021-01</u> Broadband Occupation <u>Executive</u> Class Code <u>8160</u> Class Title <u>Director of Clemency Administration</u>			
10. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
11. What statutes establish or define the work performed?			
12. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

13. Current budget for which this position is accountable (if applicable):

Salaries & Benefits	O.P.S.	Expenses
F.C.O.	Data Processing	TOTAL ALLOTMENT

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

14. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

This position reports to the Director of Clemency Administration and serves three functions: 1) the Capital Punishment Research Specialist, 2) handles all matters related to Seaport Security Waiver Investigations and 3) serves as a supervisor in Clemency Administration.

- 25% Researches, conducts and prepares an in-depth study of Federal, Supreme and Circuit Court files as well as the Department of Corrections' files, reviewing all of the criminal and social history information available, legal documents, trial transcripts, appeals (before and after a death warrant is signed), motions, petitions and responses filed in the courts concerning capital punishment cases and their co-defendants. Maintains a working knowledge and certification of various criminal justice systems (FCIC/NCIC, CDC, IRIS, CCIS, DAVID).
- 10% Provides direction and guidelines to the field staff for the preparing of confidential investigations of capital punishment cases. Evaluates the complete researched information and assemble the comprehensive investigation packet containing the collection of detailed information, summarization of the legal data and circumstances of the offense for the presentation to the Board of Executive Clemency.
- 10% Coordinates the scheduling of the clemency interview at the prison by the Commission with the inmate and his counsel. Provides all correspondence necessary to complete the clemency interview notice to the prison staff and court reporter to record the proceedings. Ensures that the Commissioners are completely briefed with all information prior to the clemency interview and assisting in various informational and procedural matters.
- 10% Briefs and maintains confidential informational regarding capital punishment cases to assist the Governor's Legal Counsel on capital cases investigated and interviewed prior to presentation to the Board of Executive Clemency. Attends and assist the Chairman of the Commission at capital punishment hearings before the Board of Executive Clemency as arguments regarding commutation are presented.
- 05% Initiates and directs correspondence and or personal contact with all criminal justice and other governmental agencies and the general public to develop confidential information needed in the capital punishment and general clemency cases.
- 20% Receives Seaport Security Waiver Packets for investigation from the Florida Department of Law Enforcement (FDLE). Screens packets prior to assignment to regional field office to ensure packets submitted include all proper and relevant documents as required by guidelines. Coordinates and manages the assignment of Seaport Security Waiver Investigations with regional field offices. Performs quality assurance of the Seaport Security Waiver Investigations submitted from regional field offices to ensure compliance with established guidelines before the submission of the investigation to the Director. Maintains the Seaport Security Waiver Investigation database. Participates in conjunction with FDLE in the development of Seaport Security Waiver guidelines and forms. Liaison on behalf of the Commission in regard to all Seaport matters.
- 15% Supervises, evaluates and motivates a team of Parole Examiners daily routines, authorizing leave request submitted. Conducts quality assurance reviews of restoration of civil rights (RCR) cases completed by these examiners. Participates with the Director in staff training and development of procedures. Assists Director in managerial and administrative duties as requested. Assists in the development and recommendations of policies relating to capital punishment, seaport investigations and general clemency.
- 05% Assists with the critique of confidential clemency field investigations submitted from regional field offices to insure compliance with established policy and procedure before the submission of the report to the Commission and Board of Executive Clemency.

15. Knowledge, skills and abilities, including utilization of equipment, required for the position:

- Knowledge of criminal justice principles and practices, legal terminology and methods and techniques of reviewing, researching and summarizing criminal and social data.
- Knowledge of the principles of executive clemency, parole, probation, corrections and law enforcement work.
- Ability to understand and apply laws, rules, regulations, policies and procedures.
- Ability to supervise subordinates.
- Skill in using a personal computer to compose reports and access information.
- Ability to communicate effectively, verbally and in writing.
- Ability to maintain effective working relationships, to plan, organize and coordinate work assignments.
- Ability to conduct interviews and investigations; to communicate concise and accurate information.
- Ability to analyze and interpret data.
- Ability to properly handle matters of highly confidential nature.

16. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
FCIC\NCIC

17. Other job-related requirements for this position:

18. Working hours: (A) Daily from 8:00 a.m. to 5:00 p.m. (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

19. Agency Use Only –

- Check those that apply:** Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check
Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA
POSITION DESCRIPTION

CAREER SERVICE <input type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
NAME OF AGENCY: FLORIDA PAROLE COMMISSION		<i>Organization Level:</i> Current: Proposed:	
DIVISION/COMPARABLE: CLEMENCY ADMINISTRATION		Position Number: 78002081	FTE: 1.0
BUREAU/COMPARABLE: CLEMENCY ADMINISTRATION		<i>Current Broadband Level Code:</i> 21-1092-03	<i>Current Class Title:</i> PAROLE EXAMINER <i>Current Class Code:</i> 8127
SECTION/SUBSECTION:		Proposed Broadband Level Code:	<i>Proposed Class Title:</i>
HEADQUARTERS/COUNTY CODE: 0037		Type of Transaction: UPDATE JOB DESCRIPTION	
INCUMBENT:		APPROVAL AUTHORITY USE ONLY	
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<i>Broadband Level Code:</i>	<i>Class Code:</i>
		<i>Approved By:</i>	<i>Effective Date:</i>
		<i>APPROVED BROADBAND OCCUPATION:</i>	
		<i>APPROVED CLASS TITLE:</i>	
10. This position reports directly to: Position Number <u>78000037</u> Broadband Level Code <u>10-1021-01</u> Broadband Occupation <u>EXECUTIVE</u> Class Code <u>8160</u> Class Title <u>DIRECTOR OF CLEMENCY ADMINISTRATION</u>			
11. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
12. What statutes establish or define the work performed?			
13. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
14. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

15. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

The incumbent conducts investigations for Restoration of Civil Rights eligibility for Level 1 cases, Expiration of Sentence (EOS) cases and Termination of Sentence (TOS) cases. The incumbent will also conduct Quality Assurance Reviews of Level 1 eligible cases to ensure accuracy.

Processing Restoration of Civil Rights Cases

90%

The incumbent conducts eligibility investigations that are not limited to Level 1 applications, Expiration of Sentence (EOS) applications, and Termination of Sentence (TOS) applications to determine eligibility for automatic Restoration of Civil Rights or Alien Status under the current rules of Executive Clemency, and reports the findings to the Director of Clemency Administration for Clemency Board consideration.

The incumbent conducts Quality Assurance investigative reviews of Level 1 eligible cases without a hearing to ensure the accuracy of Restoration of Civil Rights investigations completed by field Parole Examiners, and reports the findings to the supervisor and the Director of Clemency Administration.

Performs other duties to include:

The incumbent conducts Level I investigations by analyzing and ensuring the accuracy of existing case information by using databases such as FCIC/NCIC, CCIS, MAC, CDC, DAVID, IRIS, SSDI, Clerk of Courts, P.A.C.E.R., and through correspondence, via fax, email, and telecommunications with state, local and federal jurisdictions.

The incumbent prepares confidential case analysis (CCA) and supplemental reports per the request of the Clemency Board.

The incumbent assists the Director of Clemency Administration in the review and processing of the clemency case workload and special initiatives of the Board of Executive Clemency.

10%

The incumbent may be designated as the TOS/EOS Parole Examiner of the Day and assist staff with incoming telephone calls, mail, and email, by answering questions and correspondence related to Restoration of Civil Rights from applicants and applicants' families.

The incumbent may receive Restoration of Civil Rights request over the telephone and submit them for review.

The incumbent provides monthly statistics (PBB) on various task and assignments conducted and/or completed.

The incumbent may also be required to perform other duties related to Clemency.

16. Knowledge, skills and abilities, including utilization of equipment, required for the position:

Knowledge of the Criminal Justice System, Codes, & Statutes

Ability to work independently

Ability to work under stressful conditions

Ability to initiate and conduct interviews

Ability to conduct thorough investigations

Ability to meet deadlines

Ability to communicate effectively, verbally and in writing

Computer Skills

Understanding and knowledge of Criminal Justice Databases

17. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):

Must be FCIC/NCIC certified

18. Other job-related requirements for this position:

19. Working hours: (A) Daily from 8:00 AM to 5:00 PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

20. **Agency Use Only –**

Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
Security Check: No security screen required Background investigation required Background & fingerprint required
Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA
POSITION DESCRIPTION

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
		Organization Level: Current: _____ Proposed: _____	
NAME OF AGENCY: Florida Parole Commission		Position Number: 78003077	
DIVISION/COMPARABLE: Clemency Administration		FTE: 1.0	
BUREAU/COMPARABLE: Clemency Administration		Security Role Code: E	
SECTION/SUBSECTION:		Current Broadband Level Code: 21-1092-03	
HEADQUARTERS/COUNTY CODE: 0037		Current Class Title: Parole Examiner	
INCUMBENT:		Current Class Code: 8127	
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Proposed Broadband Level Code: _____	
		Proposed Class Title: _____	
		Proposed Class Code: _____	
		Type of Transaction: Update Job Description	
APPROVAL AUTHORITY USE ONLY			
		Broadband Level Code: _____	
		Class Code: _____	
		Approved By: _____	
		Effective Date: _____	
APPROVED BROADBAND OCCUPATION: _____			
APPROVED CLASS TITLE: _____			
11. This position reports directly to: Position Number <u>7800037</u> Broadband Level Code <u>10-1021-1</u> Broadband Occupation <u>Executive</u> Class Code <u>8160</u> Class Title <u>Director of Clemency Administration</u>			
12. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
13. What statutes establish or define the work performed?			
14. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
15. Current budget for which this position is accountable (if applicable):			
_____		_____	
Salaries & Benefits	O.P.S.	Expenses	
_____		_____	
F.C.O.	Data Processing	TOTAL ALLOTMENT	

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

16. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time	
	Under direction of the Director of Clemency Administration, the incumbent's major function is to prepare Waiver reports on applicants requesting a Waiver of the Rules of Executive Clemency in order to apply for various types of clemency (e.g., Commutation of Sentence, Full Pardon, Pardon without Firearm Authority, Specific Authority to Own, Possess or Use Firearms) for the Commissioners, Clemency Aides and the Board of Executive Clemency.
10%	The incumbent screens files prior to investigation to ensure, all proper and relevant documents, have been submitted by the applicant as required, for the offense(s) in which a Waiver of the Rules of Executive Clemency is requested and to determine if there are any pending restitution issues or pending criminal charges.
40%	The incumbent conducts investigations by analyzing and ensuring the accuracy of existing case information and using databases such as eAgent, CCIS, MACNet, CDC, DAVID, IRIS, SSDI, Clerk of Courts, P.A.C.E.R., and through correspondence, fax, email, and telecommunications with state, local and federal jurisdictions that may include other state or federal prisons, probation offices, jails, Clerk of Courts, state attorney offices, Department of Highway Safety or other criminal justice agencies.
30%	The incumbent compiles, reviews and provides all available information such as the offenses, circumstances, sentencing information, criminal history, traffic history, institutional program participation, disciplinary reports, detainees, subject statements, co-defendant information, Judicial and State Attorney's comments, personal data on applicants that apply for a waiver of the rules and prepares comprehensive reports for the Commission and Clemency Aides on each case being considered for a waiver of the rules.
10%	The incumbent prepares and submits voting sheets and voting agendas with completed waiver reports for the Commission. Prepares and submits cover sheets and waiver receipts for Clemency Aides with waiver reports. Checks and updates information in the MAC Database and ensures correct status information on applicants. Answers questions and correspondence related to Waiver of the Rules from Clemency Aides, Commissioners, state attorneys, defense attorneys, judges, applicants and applicant's family members via telephone, mail, and e-mail. Summarizes Commission recommendations and provides advisory recommendations with the waiver reports to the Clemency Aides. Responds to request for procedural explanations from Commissioners and Clemency Aides and performs other duties as assigned by the Director of Clemency Administration. Attends quarterly waiver hearings and provides assistance to the Clemency Aides as needed.
05%	The incumbent assists staff with phone coverage as the designated examiner of the day. At the direction of the Clemency Administrator, the incumbent researches data request from the Commission or Board of Executive Clemency. The incumbent provides monthly statistics (PBB) on various task performed and assignments conducted and/or completed and submits monthly error/omission reports.
05%	The incumbent conducts eligibility investigations and quality assurance investigative reviews of eligible cases for Restoration of Civil Rights (RCR) Without Hearing. This includes verifying the status of pecuniary penalties and restitution, and determining whether the individual is eligible for clemency consideration under the Rules of Executive Clemency. Conducts supplemental investigations for RCR Without Hearing cases as requested by the Board of Executive Clemency.

17. Knowledge, skills and abilities, including utilization of equipment, required for the position:
 Knowledge of the principles and practices in the Criminal Justice System, legal terminology, codes, statutes and methods and techniques of reviewing, researching and summarizing criminal and social data.
 Knowledge of the principals of executive clemency, parole, probation, corrections or law enforcement work.
 Knowledge of the principals of effective written and verbal communication.
 Ability to work independently.
 Ability to interact with applicants.
 Ability to work under stressful conditions.
 Ability to initiate and conduct interviews.
 Ability to conduct investigations.
 Ability to communicate effectively, verbally and in writing, with public officials in all areas of Local, State and Federal Governments and properly handle matters of highly confidential nature.
 Ability to operate a computer and basic programs.
 Understanding and knowledge of Criminal Justice Databases.

18. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
Must be FCIC/NCIC certified

19. Other job-related requirements for this position:

20. Working hours: (A) Daily from 8:00AM to 5:00pm (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.) N?A

21. Agency Use Only –

Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA
POSITION DESCRIPTION

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>				
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>		
NAME OF AGENCY: Florida Parole Commission		<i>Organization Level:</i> Current: Proposed:		
DIVISION/COMPARABLE: Clemency Administration		Position Number: 78002034	FTE: 1.0	
BUREAU/COMPARABLE:		Current Broadband Level Code: 21-1092-03	Current Class Title: Parole Examiner Current Class Code: 8127	
SECTION/SUBSECTION:		Proposed Broadband Level Code:	Proposed Class Title:	
HEADQUARTERS/COUNTY CODE: 0037		Type of Transaction: Update Job Description		
INCUMBENT:		APPROVAL AUTHORITY USE ONLY		
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<i>Broadband Level Code:</i>	<i>Class Code:</i>	
		<i>Approved By:</i>		<i>Effective Date:</i>
		<i>APPROVED BROADBAND OCCUPATION:</i>		
		<i>APPROVED CLASS TITLE:</i>		
12. This position reports directly to: Position Number <u>7800037</u> Broadband Level Code <u>10-1021-1</u> Broadband Occupation <u>Executive</u> Class Code <u>8160</u> Class Title <u>Director of Clemency Administration</u>				
13. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:				
14. What statutes establish or define the work performed?				
15. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
16. Current budget for which this position is accountable (if applicable):				
_____		_____		
Salaries & Benefits	O.P.S.	Expenses		
_____		_____		
F.C.O.	Data Processing	TOTAL ALLOTMENT		
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.				

17. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

Under limited direction, assists the Director in reviewing and certifying comprehensive confidential clemency investigations, and correspondence received from the field staff for submission to the Board of Executive Clemency. Coordinates and manages special initiatives by the Governor or Board of Executive Clemency.

- 70% Analyzes, organizes, and ensures accuracy of existing case information developed by field staff for quality assurance purposes, identifies and requests additional needed information from other states, field offices, the courts, law enforcement and the Department of Corrections, and compiles legal data, record checks using MAC, CDC, eAgent, CCIS or other resources such as IRIS, P.A.C.E.R., Clerk of Courts, FDLE, Federal websites, D.A.V.I.D., telephone calls or facsimiles for submission to the Board of Executive Clemency.
- 10% Assists the Clemency Administration Director in the review and processing of general clemency case workload and special initiatives of the Board of Executive Clemency.
- 10% Responds to requests for procedural explanations from Commissioners and Clemency Aides and performs other duties as assigned by the Director and Capital Punishment Research Specialist. Provides backup to the Capital Punishment Research Specialist for case submissions, as well as the Parole Examiner responsible for the Waiver process, and the Parole Examiner(s) responsible for the Restoration of Civil Rights process.
- 5% Conducts Waiver of the Rules Investigations and prepares detailed confidential Waiver Reports for submission to the Clemency Board relating to Waivers for Full Pardons, Firearm Authority and Commutation of Sentence. Reviews the file to ensure that it contains the appropriate court documents for the offense(s) for which the applicant is seeking relief; determines if there are any pending restitution issues or pending criminal charges verify that the application for the Waiver of the Rules is complete and that the type of waiver being requested is indicated in the MAC Database (Management of Application for Clemency).
- 4% Responds to questions and correspondence from the Clemency Aides, State Attorneys, Judges, defense attorneys, victims, victim advocate groups, applicants and applicant's families.
- 1% Conducts Restoration of Civil Rights Investigations without Hearing, which includes verifying restitution, and determining whether the individual is eligible for clemency consideration under the Rules of Executive Clemency; reviews and monitors the monthly electronic lists from the Department of Corrections Office for those inmates released by expiration of sentence and of felony offenders who have terminated supervision to determine eligibility for Restoration of Civil Rights or Alien Status Under Florida Law. Analyzes, organizes and ensures accuracy of existing case information. Identifies and requests additional information required from other agencies and other states.

18. Knowledge, skills and abilities, including utilization of equipment, required for the position:

- Knowledge of the principles and practices in the Criminal Justice System, legal terminology, and methods and techniques of reviewing, researching and summarizing criminal and social data.
- Knowledge of the principles of executive clemency, parole, probation, corrections or law enforcement work.
- Knowledge of the principles of effective written and verbal communication.
- Ability to work independently.
- Ability to initiate and conduct interviews and investigations; to communicate concise and accurate information.
- Ability to understand and apply laws, rules, regulations, policies and procedures.
- Ability to interact with victims.
- Ability to maintain effective working relationships, to plan, organize and coordinate work assignments.
- Ability to communicate effectively – verbally and writing, with public officials in all areas of Local, State and Federal Governments and properly handle matters of highly confidential nature.
- Ability to research court records, transcripts and documents.
- Ability to prepare correspondence and reports that are professional in appearance and content.

19. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
NCIC/FCIC Certification

20. Other job-related requirements for this position:

21. Working hours: (A) Daily from 8:00AM to 5:00PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

22. Agency Use Only –

Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:		
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA
POSITION DESCRIPTION

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
NAME OF AGENCY: Florida Parole Commission		Organization Level: Current: Proposed:	
DIVISION/COMPARABLE: Clemency Administration		Position Number: 78002080	FTE: 1.0
BUREAU/COMPARABLE: Clemency Administration		Current Broadband Level Code: 21-1092-03	Current Class Title: Parole Examiner Current Class Code: 8127
SECTION/SUBSECTION:		Proposed Broadband Level Code:	Proposed Class Title:
HEADQUARTERS/COUNTY CODE: 0037		Type of Transaction: Update Job Description	
INCUMBENT:		APPROVAL AUTHORITY USE ONLY	
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code:	Class Code:
		Approved By:	Effective Date:
		APPROVED BROADBAND OCCUPATION:	
		APPROVED CLASS TITLE:	
13. This position reports directly to: Position Number <u>7800037</u> Broadband Level Code <u>10-1021-1</u> Broadband Occupation <u>Executive</u> Class Code <u>8160</u> Class Title <u>Director of Clemency Administration</u>			
14. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
15. What statutes establish or define the work performed?			
16. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
17. Current budget for which this position is accountable (if applicable):			
Salaries & Benefits	O.P.S.	Expenses	
F.C.O.	Data Processing	TOTAL ALLOTMENT	

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

18. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

Under limited direction, assists the Director in reviewing and certifying accuracy of Confidential Case Analyses, and other investigations and correspondence received from the field staff for submission to the Board of Executive Clemency. Compiles legal data, record checks using MACNet, CDC, eAgent, CCIS or other resources such as IRIS, P.A.C.E.R., Clerk of Courts, FDLE, Federal websites, D.A.V.I.D., telephone calls or facsimiles and personal data on applicants living in other states, into a Confidential Case Analysis for submission to the Board of Executive Clemency for applicants seeking various types of clemency (e.g., firearm authority, full pardon, commutation of sentence, and restoration of civil rights). Also conducts Restoration of Civil Rights Investigations Without Hearing, which includes verifying the status of pecuniary penalties and restitution, and determining whether the individual is eligible for clemency consideration under the Rules of Executive Clemency. Coordinates and manages special initiatives by the Governor or Board of Executive Clemency. Researches data for the Commission or the Board of Executive Clemency.

30 % Analyzes, organizes, and ensures accuracy of existing case information developed by field staff for quality assurance, and identifies and requests additional information from other states, field offices, the courts, law enforcement and the Department of Corrections for submission to the Board of Executive Clemency.

30% Assists the Clemency Administration Director in the review and processing of the general clemency case workload and special initiatives of the Board of Executive Clemency.

25% Process Commission advisory recommendations, compiles information, and prepares comprehensive reports for the Board of Executive Clemency on each case being considered for clemency at quarterly hearings.

10% Responds to requests for procedural explanations from Commissioners and Clemency Aides and performs other duties as assigned by the Director and Capital Punishment Research Specialist. Provides backup to the Capital Punishment Research Specialist for capital case interviews and case submissions as well as the Parole Examiner responsible for the Waiver process and the Parole Examiner(s) responsible for the Restoration of Civil Rights process.

5% Responds to questions and correspondence from the Clemency Aides, state attorneys, judges, defense attorneys, victims, victim advocate groups, applicants and applicants' families.

19. Knowledge, skills and abilities, including utilization of equipment, required for the position:

Knowledge of the principles and practices in the Criminal Justice System, legal terminology, and methods and techniques of reviewing, researching and summarizing criminal and social data.

Knowledge of the principles of executive clemency, parole, probation, corrections or law enforcement work.

Knowledge of the principles of effective written and verbal communication.

Ability to work independently.

Ability to initiate and conduct interviews and investigations; to communicate concise and accurate information.

Ability to understand and apply laws, rules, regulations, policies and procedures.

Ability to interact with victims.

Ability to maintain effective working relationships, to plan, organize and coordinate work assignments.

Ability to communicate effectively – verbally and writing, with public officials in all areas of Local, State and Federal Governments and properly handle matters of highly confidential nature.

Ability to research court records, transcripts and documents.

Ability to prepare correspondence and reports that are professional in appearance and content.

20. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
Maintain CJIS certification for NCIC/FCIC.

21. Other job-related requirements for this position:

22. Working hours: (A) Daily from 8:00AM to 5:00PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

23. Agency Use Only –

Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA
POSITION DESCRIPTION

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
NAME OF AGENCY: Florida Parole Commission		Organization Level: Current: Proposed:	
DIVISION/COMPARABLE: Clemency Administration		Position Number: 78002080	FTE: 1.0
BUREAU/COMPARABLE: Clemency Administration		Current Broadband Level Code: 21-1092-03	Current Class Title: Parole Examiner Current Class Code: 8127
SECTION/SUBSECTION:		Proposed Broadband Level Code:	Proposed Class Title:
HEADQUARTERS/COUNTY CODE: 0037		Type of Transaction: Update Job Description	
INCUMBENT:		APPROVAL AUTHORITY USE ONLY	
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code:	Class Code:
		Approved By:	Effective Date:
		APPROVED BROADBAND OCCUPATION:	
		APPROVED CLASS TITLE:	
14. This position reports directly to: Position Number <u>7800037</u> Broadband Level Code <u>10-1021-1</u> Broadband Occupation <u>Executive</u> Class Code <u>8160</u> Class Title <u>Director of Clemency Administration</u>			
15. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
16. What statutes establish or define the work performed?			
17. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
18. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

19. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

Under limited direction, assists the Director in reviewing and certifying accuracy of Confidential Case Analyses, and other investigations and correspondence received from the field staff for submission to the Board of Executive Clemency. Compiles legal data, record checks using MACNet, CDC, eAgent, CCIS or other resources such as IRIS, P.A.C.E.R., Clerk of Courts, FDLE, Federal websites, D.A.V.I.D., telephone calls or facsimiles and personal data on applicants living in other states, into a Confidential Case Analysis for submission to the Board of Executive Clemency for applicants seeking various types of clemency (e.g., firearm authority, full pardon, commutation of sentence, and restoration of civil rights). Also conducts Restoration of Civil Rights Investigations Without Hearing, which includes verifying the status of pecuniary penalties and restitution, and determining whether the individual is eligible for clemency consideration under the Rules of Executive Clemency. Coordinates and manages special initiatives by the Governor or Board of Executive Clemency. Researches data for the Commission or the Board of Executive Clemency.

30 % Analyzes, organizes, and ensures accuracy of existing case information developed by field staff for quality assurance, and identifies and requests additional information from other states, field offices, the courts, law enforcement and the Department of Corrections for submission to the Board of Executive Clemency.

30% Assists the Clemency Administration Director in the review and processing of the general clemency case workload and special initiatives of the Board of Executive Clemency.

25% Process Commission advisory recommendations, compiles information, and prepares comprehensive reports for the Board of Executive Clemency on each case being considered for clemency at quarterly hearings.

10% Responds to requests for procedural explanations from Commissioners and Clemency Aides and performs other duties as assigned by the Director and Capital Punishment Research Specialist. Provides backup to the Capital Punishment Research Specialist for capital case interviews and case submissions as well as the Parole Examiner responsible for the Waiver process and the Parole Examiner(s) responsible for the Restoration of Civil Rights process.

5% Responds to questions and correspondence from the Clemency Aides, state attorneys, judges, defense attorneys, victims, victim advocate groups, applicants and applicants' families.

20. Knowledge, skills and abilities, including utilization of equipment, required for the position:

Knowledge of the principles and practices in the Criminal Justice System, legal terminology, and methods and techniques of reviewing, researching and summarizing criminal and social data.

Knowledge of the principles of executive clemency, parole, probation, corrections or law enforcement work.

Knowledge of the principles of effective written and verbal communication.

Ability to work independently.

Ability to initiate and conduct interviews and investigations; to communicate concise and accurate information.

Ability to understand and apply laws, rules, regulations, policies and procedures.

Ability to interact with victims.

Ability to maintain effective working relationships, to plan, organize and coordinate work assignments.

Ability to communicate effectively – verbally and writing, with public officials in all areas of Local, State and Federal Governments and properly handle matters of highly confidential nature.

Ability to research court records, transcripts and documents.

Ability to prepare correspondence and reports that are professional in appearance and content.

21. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
Maintain CJIS certification for NCIC/FCIC.

22. Other job-related requirements for this position:

23. Working hours: (A) Daily from 8:00AM to 5:00PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

24. Agency Use Only –

Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):		Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Div. Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

STATE OF FLORIDA
POSITION DESCRIPTION

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
		Organization Level: Current: Proposed:	
NAME OF AGENCY: Florida Parole Commission		Position Number: 7800021	
DIVISION/COMPARABLE: Clemency Administration		FTE: 1.0	
BUREAU/COMPARABLE: Clemency Administration		Security Role Code: E	
SECTION/SUBSECTION:		Current Broadband Level Code: 43-6011-3	
HEADQUARTERS/COUNTY CODE: 0037		Current Class Title: Executive Secretary	
INCUMBENT:		Proposed Broadband Level Code:	
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input checked="" type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> ____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Proposed Class Title:	
APPROVAL AUTHORITY USE ONLY		Proposed Class Code:	
Type of Transaction: UPDATE JOB DESCRIPTION		Broadband Level Code:	
Class Code:		Approved By:	
Effective Date:		APPROVED BROADBAND OCCUPATION:	
APPROVED CLASS TITLE:			
15. This position reports directly to: Position Number <u>7800037</u> Broadband Level Code <u>10-1021-1</u> Broadband Occupation <u>EXECUTIVE</u> Class Code <u>8160</u> Class Title <u>DIRECTOR OF CLEMENCY ADMINISTRATION</u>			
16. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
17. What statutes establish or define the work performed?			
18. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
19. Current budget for which this position is accountable (if applicable):			
<hr/> Salaries & Benefits		<hr/> O.P.S.	
<hr/> F.C.O.		<hr/> Data Processing	
<hr/>		<hr/> Expenses	
<hr/>		<hr/> TOTAL ALLOTMENT	

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

20. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

This position performs independent, varied and extremely confidential secretarial and clerical duties related to the work of Clemency Administration. The Executive Secretary also performs duties to assist the Director in management controls of workload, investigations, tracking, confidential report preparation, data input relating to investigations, and work production recaps. Heavy emphasis is placed on relieving the Clemency Director of as much clerical detail as possible. This position acts as a personal assistant to the Clemency Director.

15% Receives and processes Level 3 general clemency cases. Aids in preparing and copying Confidential Case Analyses in file carts for Commission voting, along with an agenda for each Commissioner. Monitors Clemency Cases being voted. Following votes, adding the Commission's recommendation on each report and is responsible for copying distributing reports to the Office of Executive Clemency and Clemency Aides.

15% Upon receipt of requests from the Coordinator of Office of Executive Clemency, pertaining to investigations and reports, prepares formal request to field, makes copies of application, legal documents and any other information which will assist the field staff in their preparation of the required report. Also, insures entries are made in MACNet clemency database and are accurately maintained in order for cases to be monitored for timely reply of action.

10% Monitors in-coming mail, screening items which can be handled personally, composes routine correspondence under the Clemency Director's signature then submitting the remainder to the Clemency Director and Parole Examiners, along with background material which may be available either through closed Clemency files, Department Corrections' files or criminal justice databases.

30% Performs telephonic and personal contact with parole examiners, Department of Corrections, Office of Executive Clemency, Governor's office, Clemency Aides, Attorneys, Judges, State Attorneys, applicants and members of an applicant's family. Responds to telephone calls related to interpretation of policies, eligibility of applicants to received degree of clemency requested, status of investigation and explains procedures.

5% Researches inmate case files and closed clemency files for specific information requested by the Governor, Cabinet members, and their Aides. Assembles, compiles and transmits information and documentation for use by the Clemency Director.

10% Processes Level 3 ineligible cases, routes appropriate information to the Office of Executive Clemency for applicant to be notified.

5% Assists in the maintenance of alphabetical files and records of materials relevant to clemency cases

2% Attends Clemency Board meetings, takes notes, and assists in securing any requested supplemental information assuring availability to the Chairman and Director.

3% Assists in expediting and monitoring case load in the Clemency Office. Cross-trains and distributes work to other clerical staff to assure compliance with time frames.

5% Coordinates storage of closed files with Record Management, and retrieval of storage files when necessary. Maintain the clemency filing system.

21. Knowledge, skills and abilities, including utilization of equipment, required for the position:
 Knowledge of the techniques used in verifying and documenting information.
 Ability to prepare and maintain confidential and accurate information.
 Ability to organize files, records and/or other materials.
 Ability to review data for accuracy and completeness.
 Ability to sort data alphabetically, numerically, and categorically.
 Ability to follow written instructions.
 Knowledge of correct grammar usage and general office procedures.
 Knowledge of courts, police, corrections, and medical terminology.
 Ability to use a computer and applicable programs to include but not limited to word processing programs and various databases.

22. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):

23. Other job-related requirements for this position:

24. Working hours: (A) Daily from 8:00AM to 5:00PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

25. **Agency Use Only –**

Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):

Date:

Discussed with Employee: Yes No
 Supervisor's Signature:

Title:

Date:

Approval of Reviewing Authority: (Div. Director, Agency Head or other)

Title:

Date:

Approval of Agency Personnel Officer:

Title:

Date:

STATE OF FLORIDA
POSITION DESCRIPTION

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/>			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205(____)(____), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/>	
		NAME OF AGENCY: Florida Parole Commission <i>Organization Level:</i> Current: _____ Proposed: _____	
DIVISION/COMPARABLE: Clemency Administration	Position Number: 78002057	FTE: 1.0	Security Role Code: E
BUREAU/COMPARABLE: Clemency Administration	<i>Current Broadband Level Code:</i> 43-6011-3	<i>Current Class Title:</i> Staff Assistant	<i>Current Class Code:</i> 0120
SECTION/SUBSECTION:	Proposed Broadband Level Code:	<i>Proposed Class Title:</i>	Proposed Class Code:
HEADQUARTERS/COUNTY CODE: 0037	Type of Transaction: UPDATE JOB DESCRIPTION		
INCUMBENT:	APPROVAL AUTHORITY USE ONLY		
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input checked="" type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input checked="" type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Broadband Level Code:</i>	<i>Class Code:</i>	<i>Approved By:</i>
	<i>Effective Date:</i>		
	APPROVED BROADBAND OCCUPATION:		
APPROVED CLASS TITLE:			
16. This position reports directly to: Position Number <u>7800037</u> Broadband Level Code <u>10-1021-1</u> Broadband Occupation <u>Executive</u> Class Code <u>8160</u> Class Title <u>Director Clemency Administration</u>			
17. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
18. What statutes establish or define the work performed?			
19. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
20. Current budget for which this position is accountable (if applicable):			
_____	_____	_____	_____
Salaries & Benefits	O.P.S.	Expenses	_____
_____	_____	_____	_____
F.C.O.	Data Processing	TOTAL ALLOTMENT	_____
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

21. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

The staff assistant performs varied and extremely confidential supervisory support as well as secretarial and clerical duties relating to the work of Clemency Administration. The assistant also performs duties to assist the Director and Executive Secretary in management controls of workload, investigations, tracking, confidential report preparation, data input relating to investigations, and work production recaps. Emphasis is placed on assisting the Parole Examiner in tracking and processing the Waiver Reports.

- 5% Assists the Executive Secretary in receiving, opening, and routing incoming and outgoing mail.
- 20% Answers the telephone and serves as office receptionist.
- 10% Responds to applicants' inquiries via telephone, letter, and electronic mail.
- 15% Assists in informational research via various criminal justice computer programs including, but not limited to, MACNet, NCIC/FCIC, CCIS, CDC, SSDI, DAVID, IRIS, etc.
- 5% Receives and processes Waiver cases. Prepares correspondence to be sent to attorneys and judges. Aids in preparing, copying, and distributing Waiver Reports.
- 10% Receives, processes, copies, and distributes Restoration of Civil Rights and Clemency cases.
- 5% Assists in preparing and editing of Level 2 Restoration of Civil Rights reports and victim memorandums.
- 5% Assists in the maintenance of alphabetical files and records of materials relevant to clemency cases.
- 10% Sets up and retrieves clemency files from clemency file room and Records Management storage while maintaining the clemency file system. Prepares inactive case files for transfer to Records Management storage.
- Processes Level 1 and Level 2 eligible/ineligible cases, routes appropriate information to the Office of Executive Clemency, files Executive Orders if granted or resubmits cases to appropriate office if objected to by the Board.

22. Knowledge, skills and abilities, including utilization of equipment, required for the position:

Knowledge of the techniques used in verifying and documenting information.
 Ability to prepare and maintain confidential and accurate information.
 Ability to organize files, records and/or other materials.
 Ability to review data for accuracy and completeness.
 Ability to sort data alphabetically, numerically, and categorically.
 Ability to follow written instructions.
 Knowledge of correct grammar usage and general office procedures.
 Knowledge of courts, police, corrections, and medical terminology.
 Ability to use a computer and applicable programs to include but not limited to word processing programs and various databases.

23. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
 Maintain CJIS certification for NCIC/FCIC.

24. Other job-related requirements for this position:

25. Working hours: (A) Daily from 8:30 a.m. to 5:30 p.m. (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

26. Agency Use Only –

Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency Security Check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent Signature (optional):

Date:

Discussed with Employee: Yes No

Supervisor's Signature:

Title:

Date:

Approval of Reviewing Authority: (Div. Director, Agency Head or other)

Title:

Date:

Approval of Agency Personnel Officer:

Title:

Date:

**ATTACHMENT F:
POSITION DESCRIPTIONS**

**OFFICE OF OPERATIONS
VICTIMS' SERVICES SECTION**

CLEMENCY/VICTIM'S ADVOCATE (1)

CAREER SERVICE <input checked="" type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/> _____			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205() (), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/> _____	
NAME OF AGENCY: Florida Parole Commission		Organization Level: Current: 7806020000 Proposed: 7806020100	
DIVISION/COMPARABLE: Operations		Position Number: 03038	FTE: 1.00
BUREAU/COMPARABLE:		Security Role Code: E	Current Class Code: 8104
SECTION/SUBSECTION: Victim's Services		Current Broadband Level Code: 21-1092-L1	Current Class Title: Parole Technician II
HEADQUARTERS/COUNTY CODE: Tallahassee/ Leon (37)		Proposed Broadband Level Code: 13-1111-L3	Proposed Class Title: Government Analyst I Proposed Class Code: 2224
INCUMBENT:		Type of Transaction: Reclassification of position	
APPROVAL AUTHORITY USE ONLY			
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____ Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Broadband Level Code	Class Code
		Approved By	Effective Date
APPROVED BROADBAND OCCUPATION:			
APPROVED CLASS TITLE:			
17. This position reports directly to: Position Number <u>01512</u> Broadband Level Code <u>13-1111-L4</u> Broadband Occupation <u>Management Analysts</u> Class Code <u>2236</u> Class Title <u>Operations & Management Consultant II</u>			
18. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
19. What statutes establish or define the work performed? Chapters 947 F.S.; 960 F. S.			
20. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
21. Current budget for which this position is accountable (if applicable):			
_____ Salaries & Benefits	_____ O.P.S.	_____ Expenses	
_____ F.C.O.	_____ Data Processing	_____ TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

POSITION NUMBER: **03038**

24. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time

Duties and Responsibilities

This is a professional position in the Victims Services Section that coordinates the Victims Services functions for Clemency.

Duties of the position include:

35 Research Department of Corrections files to identify victims, makes contact and explains their rights in the clemency process in compliance with Chapter 960, Florida Statutes. Research Department of Corrections files to determine those cases that require a field investigation to locate victims and interview victims regarding their feelings about clemency and provide a written report of these individual contacts to the Clemency Board.

20 Responds to telephone and written inquiries by victims concerning clemency and other victims matters. Coordinates victim inquiries with the Department of Corrections, State Attorney office and other agencies on behalf of victims. Refers victims to appropriate agencies for assistance, including assistance with filing crimes compensation claims for victims who may be eligible for such assistance.

Continue on Next Page

25. Knowledge, skills and abilities, including utilization of equipment, required for the position: SEE NEXT PAGE

26. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):

27. Other job-related requirements for this position:

28. Working hours: (A) Daily from 8 AM to 5 PM (B) Total hours in workweek 40 (C) Explain any variation in work (split shift, rotation, etc.)

29. Agency Use Only –

- Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
 Sensitive Agency security check

Other:

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent signature:		Date:
Discussed with employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Title:	Date:
Supervisor's signature:		
Approval of Reviewing Authority: (Division Director, Agency Head or other)	Title:	Date:
Approval of Agency Personnel Officer:	Title:	Date:

Position Description: # 3038

Duties and Responsibilities cont.

- 15% Attends clemency hearings to assist victims at the hearings and coordinates with victims about upcoming meetings. Advises victims who cannot attend how and when to best present their input. Answer victims questions about decisions made at hearings and other questions about the clemency process. Makes follow-up contacts with victims after clemency hearings to ensure that they understand what has transpired.
- 10% Researches Department of Corrections files and/or court documents to ensure that victim restitution is fully documented and satisfied before a case is presented to the board.
- 10% Coordinates payment of restitution to identified victims and/or Crimes Compensation.
- 5% Meets with groups and organizations to inform them of the rights of victims in the clemency process. Keeps required statistics on victim contacts and restitution paid by the applicants for clemency.
- 5% Performs other duties as required.

#7 Knowledge, Skills and Abilities (KSAs)

- Knowledge of the criminal justice system.
- Ability to work independently.
- Ability to counsel with victims and victims families.
- Ability to work under stressful conditions.
- Ability to initiate and conduct interviews and investigations.
- Ability to communicate effectively.
- Ability to research computer resources for victim location and identification.

ATTACHMENT G:

RCR RULE 9(A)4 – OFFENSES THAT REQUIRE A HEARING

**RESTORATION OF CIVIL RIGHTS
RULE 9(A) 4 – OFFENSES THAT REQUIRE A HEARING**

Rule 9(A) 4 of the Rules of Executive Clemency as revised on March 9, 2011, requires that if you have been convicted of one of the following crimes below, you must wait for a period of seven (7) years after completing your sentence and/or supervision for all felony convictions before you may apply for Restoration of Civil Rights With a Hearing before the Clemency Board.

Rule 9(A) 4 the person has never been convicted of one of the following crimes:

- a. murder, attempted murder, attempted felony murder, manslaughter (F.S. Chapter 782);
- b. DUI manslaughter, DUI Serious Bodily Injury (F.S. 316.193);
- c. leaving the Scene of Accident involving Injury or Death;
- d. sexual battery, attempted sexual battery, unlawful sexual activity with a minor, female genital mutilation (F.S. Chapter 794)
- e. any violation of F.S. Chapter 800;
- f. lewd or lascivious offense upon or in the presence of an elderly or disabled person, attempted lewd or lascivious offense upon or in the presence of an elderly or disabled person (F.S. 825.1025);
- g. sexual performance by a child, attempted sexual performance by a child (F.S. 827.071);
- h. aggravated child abuse (F.S. 827.03);
- i. failure to register as a sexual predator (F.S. 775) or sexual offender (F.S. 943.0435);
- j. computer pornography, transmission of computer pornography, or any crime involving a minor in violation of F.S. Chapter 847;
- k. kidnapping, attempted kidnapping, false imprisonment, or luring and enticing a child (F.S. Chapter 787);
- l. aggravated battery, attempted aggravated battery (F.S. 784.045), felony battery, domestic battery by strangulation (F.S. 784.041);
- m. robbery, carjacking, attempted carjacking, home invasion, attempted home invasion (F.S. Chapter 812);
- n. poisoning of food or water (F.S. 859.01);
- o. abuse of a dead human body (F.S. 872.06);
- p. burglary of a dwelling, first degree burglary, or attempted first degree burglary (F.S. 810.02);
- q. arson, attempted arson, or conspiracy to commit arson (F.S. 806.01);
- r. aggravated assault (F.S. 784.021);
- s. aggravated stalking (F.S. 784.048);
- t. aggravated battery, battery, or aggravated assault on a law enforcement officer or other specified officer (F.S. 784.07);
- u. trafficking or conspiracy to traffic in illegal substances (F.S. 893.135); all other first and second degree felonies described in F. S. Chapter 893.
- v. aircraft piracy (F.S. 860.16);
- w. unlawful throwing, placing, or discharging of a destructive device or bomb (F.S. 790.161);
- x. facilitating or furthering terrorism (F.S. 775.31);
- y. treason (F.S. 876.32);
- z. possession of a firearm by a convicted felon (F.S. 790.23) or possession of a firearm or ammunition by a violent career criminal (F.S. 790.235);
- aa. bribery, misuse of public office (F.S. Chapter 838); extortion by officers of the state (F.S. 839.11); misappropriations of moneys by commissioners to make sales (F.S. 839.17);
- bb. any crime committed by an elected official while in office;
- cc. illegal use of explosives;
- dd. RICO;
- ee. exploitation of the elderly;
- ff. public corruption;
- gg. any felony violation of an election law;
- hh. any crime designated a "dangerous crime" under F.S. 907.041;
 - 1. Arson;
 - 2. Aggravated assault;
 - 3. Aggravated battery;
 - 4. Illegal use of explosives
 - 5. Child abuse or aggravated child abuse;
 - 6. Abuse of an elderly person or disabled adult, or aggravated abuse of an elderly person or disabled adult;
 - 7. Aircraft piracy;
 - 8. Kidnapping;
 - 9. Homicide;
 - 10. Manslaughter;
 - 11. Sexual battery;
 - 12. Robbery;
 - 13. Carjacking;
 - 14. Lewd, lascivious, or indecent assault or act upon or in presence of a child under the age of 16 years;
 - 15. Sexual activity with a child, who is 12 years of age or older but less than 18 years of age, by or at solicitation of person in familial or custodial authority;
 - 16. Burglary of a dwelling;
 - 17. Stalking and aggravated stalking;
 - 18. Act of domestic violence as defined in s.741.28
 - 19. Home invasion robbery;
 - 20. Act of terrorism as defined in s.775.30
 - 21. Manufacturing any substances in violation of chapter 893; and
 - 22. Attempting or conspiring to commit any such crime.
- ii. any offense committed in another jurisdiction that would be an offense listed in this paragraph if that offense had been committed in this State