



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – April 2019

Chairman's Message

Melinda N. Coonrod

The Commission had a busy month of April which included the observance of National Crime Victims' Rights Week (NCVRW), Administrative Professionals Day, and the Fraternal Order of Police (FOP) 37th Annual Law Enforcement Officers' Memorial Service.

The Commission's seventh annual observance of NCVRW included an opportunity for staff members to attend the Big Bend Victim Assistance Coalition's Annual Luncheon; the Attorney General's Annual NCVRW Awards honoring the victims of crime, victims' advocates, and law enforcement; and other events held throughout the state.

As part of the weeklong event, Central Office held an exhibit and reception celebrating the creative artwork of Central Office staff. Submissions were inspired by this year's NCVRW theme: Honoring Our Past. Creating Hope for the Future. Congratulations to the Victims' Services interns who walked away with first prize!

The event also included a presentation by Dawn Mikola on the agency's important work in victim services. Our Communications Director, Kelly Corder, and Dawn Mikola of Victims' Services were integral in organizing the activities. Please join me in thanking them for their enduring dedication to this important week.

On April 29, Commissioner Davison, Commissioner Wyant, and I attended the FOP 37th Annual Law Enforcement Officers' Memorial Service at the Capitol. The annual event honor our fallen heroes who are lost in the line of duty. We were humbled to attend and show our support for the fallen, as well as their loved ones.

In closing, I encourage you to review the remainder of April's report for a complete overview of the Commission's monthly accomplishments.

Sincerely,

Melinda N. Coonrod
Chairman

Division of Operations

The Division of Operations is the largest unit of the Commission and is comprised of four sections: the Revocations Unit, Victims' Services, Office of the Commission Clerk, and Field Services. Twelve field offices are divided among five regional areas across the state with each region staffed by an Administrator who directs the day-to-day activities of the professionals and support staff assigned to offices located within the region.

Operations is responsible for multiple functions in the administration of post-prison supervisory release programs. These supervised release programs include parole, conditional medical release, control release, conditional release, and addiction recovery release supervision. Through its Field Services staff, Operations conducts parole interviews, administrative hearings for alleged violations of supervision, as well as clemency investigations for the Board of Executive Clemency.

Accomplishments: April 2019

Office of the Commission Clerk

The number of cases docketed included: 790

- Parole – 64 (1 granted, 0 denied)
- Conditional Medical - 13 (8 granted, 5 denied)
- Conditional Release - 581
- Addiction Recovery Supervision - 114

Revocations

- Warrants Issued – 146*
- Cases Reviewed and Prepared for Docket - 122*

**Includes parole, conditional release, addiction recovery release, and conditional medical release and control release cases.*

Victims' Services

- Victims requests for information on parole, conditional release, and conditional medical cases - 415
- Victims Located - 56
- Status updates to victims on parole, conditional medical and clemency cases – 1072
- Assisted victims who attended parole or clemency hearings - 48

Field Services

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

- Parole Interviews - 78
- Revocation Interviews - 172
- Revocation Hearings - 35
- Total Interviews and Hearings for the Month – 285

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	0	4	1	6
PENDING CLEMENCY CASES	With Hearing: 284 W/O a Hearing: 6 Total Cases: 290	With Hearing: 520 W/O a Hearing: 15 Total Cases: 535	With Hearing: 471 W/O a Hearing: 23 Total Cases: 494	With Hearing: 635 W/O a Hearing: 27 Total Cases: 662	With Hearing: 611 W/O a Hearing: 26 Total Cases: 637

Division of Administration

The Division of Administration provides administrative support to the Commission’s Central Office and 12 field offices. Administration includes Human Resources, Finance and Accounting, Purchasing, Safety, Grants, Contracts, Inventory, Emergency Management and General Services.

Accomplishments: April 2019

- Submitted 53 requisitions, 5 security requests, 52 purchase requests, 101 invoices, 216 inner office requests, 14 work orders, and made 16 deliveries
- 100% prompt payment compliance
- Provided agency staff safety/wellness information
- Revised and submitted the VOCA Application
- Responded to DFS p-card and voucher inquiries
- Administration held team meeting.
- Attended PCard Works, PALM and STMS meetings
- Worked with the offices of the Governor and Cabinet to advertise the coordinator position
- Submitted for review: Grievance PD, Whistle-blower PD, Ethics PD, and the Affirmative Action Plan
- Attended new Learning Management Systems meeting
- Met with Division of Risk Management preliminary meeting to discuss upcoming agency evaluation
- Coordinated two site visits for deferred compensation providers and one site visit for Capital Insurance
- Prepared budget projections
- Monitored supervisor acknowledgment of Worker Comp PD
- Removed staff/interns who have terminated from FALCON
- Updated master list of Procedure Directives
- Notified staff of On-Line Annual Training
- Monitored and tracked driving training for staff

Office of General Counsel

The Office of the General Counsel is charged with successfully prevailing on litigation filed against the Commission; providing quality legal advice and representation in a prompt manner; and engaging in proactive legal counseling to prevent unnecessary litigation in the future.

Accomplishments: April 2019

During the month of April, the Office of the General Counsel generated fifty-seven (57) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to seventy (70) public records requests.

During the month of April, the Commission received eleven (11) positive orders, from state circuit courts, district courts of appeal, and the Florida Supreme Court. These orders are in the nature of reaffirming long-held and long-standing precedent governing some of the more common challenges presented against the Commission, including the denial of a grant of credit for time out on supervision after a supervision revocation, the recommendation for particular programming, the placement of an offender on conditional release, the Commission's discretionary authority to impose special conditions in a conditional release order, the Commission's denial of a grant for a special interview, the sufficiency of the evidence presented at revocation hearings, and the Commission's decision to aggravate for unsatisfactory institutional conduct and its decision not to mitigate based on particular information set forth by an inmate.

Office of Legislative Affairs

The Office of Legislative Affairs is charged with overseeing the Commission's legislative program as the agency's chief legislative advocate.

Accomplishments: April 2019

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Scheduled meetings with legislators to discuss the confirmation of Chair Coonrod.
- Attended criminal justice committee meetings of the legislature.
- Attended budget conference meetings of the legislature to track the Commission's budget priorities.
- Tracked legislative issues of importance to the Commission.

Office of Communications

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

Accomplishments: April 2019

- Provided ongoing media relations.
- Updated website content for ADA compliance.
- Drafted miscellaneous messages to staff.
- Held National Crime Victims' Rights Week (NCVRW) Central Office event.
- Created Instagram account for the Commission.
- Distributed press release for Hillsborough County hearings.
- Conducted audit of external website for broken links and outdated information.

Office of Executive Clemency

The Office of Executive Clemency (OEC) reports directly to the Governor and Cabinet who sit as the Clemency Board in the performance of their duties and responsibilities. This office is responsible for coordinating all clemency meetings, referring applications for investigation, and serves as the official custodian of all clemency records.

Accomplishments: April 2019

The main goal of the Office of Executive Clemency is to screen the daily submissions of applications in an expeditious manner in order to notify the applicants early on of their status in the first phase of a two-phase process. Detailed correspondence is provided to the applicants explaining the next steps in the process and advising of any additional information that is needed to move forward. Excellent customer service continues to be a priority.

The legislature has completed this session with bills regarding Amendment Four. How this legislation will impact restoration of civil rights should be forthcoming. As soon as procedures for implementation of Amendment Four regarding our part in the process are in place, instructions will be posted on our website at www.fcor.state.fl.us

Notifications are being sent to applicants whose names will appear on the upcoming June 5 clemency agenda.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **58,903,754** inquiries with **5,039,188** searches for Restoration of Civil Rights (RCR) grants.
- **997,489** names were located and **108,809** certificates have been printed.

Currently **378,168** RCR certificates are available for printing and can be searched on our website: www.fcor.state.fl.us under the clemency tab or www.FLrestoremyrights.com.

Office of Clemency Investigations

The Office of Clemency Investigations is charged with investigating, reviewing, evaluating, and reporting to the Clemency Board in all types of clemency cases, including, but not limited to, the restoration of civil rights, restoration of alien status under Florida law, full pardons, firearm authority, commutations of sentence, remission of fines, and capital punishment cases.

Accomplishments: April 2019

- Prepared investigations for the upcoming quarterly Clemency Board Meeting and conducted quality assurance reviews of With and Without a Hearing investigations completed by field offices.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Researched the potential impact and implementation of Amendment Four (Voting Restoration amendment).
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Hired a new full-time Staff Assistant and a full-time OPS Senior Clerk.
- Several staff members attended and completed a class on Computerized Criminal Histories and eAgent Application Training presented by FDLE.
- Provided customer service to clemency applicants.