



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – August 2019

Chairman's Message

Melinda N. Coonrod

While August was a productive month for the Commission, it was not without its difficulties. As we braced for the worst prior to Hurricane Dorian, I was proud to see Commission staff support each other, and local communities, where possible. This team has always been one to put others first, and for that I am truly grateful.

Beginning on August 26, Commissioner Davison, Commissioner Wyant, and I, along with several staff members, attended the 90th Annual Florida Council on Crime and Delinquency (FCCD) Conference and Training Institute in Miami. The annual conference aims to enhance the knowledge of public safety professionals, as well as provide new opportunities to improve the services offered to the residents of the state. Several Commission employees were integral in the planning of the conference; they have our thanks and appreciation for organizing such a beneficial event for criminal justice professionals in Florida.

As we move into September, I am excited to further our crime prevention efforts, explore new partnerships, and successfully complete the many goals we have set forth as we work to keep Florida's communities safe. I invite you to continue reading this report to learn more about the Commission's accomplishments during the month of August.

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: August 2019

Office of the Commission Clerk

The number of cases docketed included: 731

- Parole – 64 (3 granted, 0 denied)
- Conditional Medical - 10 (8 granted, 2 denied)
- Conditional Release - 548
- Addiction Recovery Supervision - 94

Revocations

- Warrants Issued – 174*
- Cases Reviewed and Prepared for Docket - 100*

**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 - 275
- Victims Located - 66
- Status updates to victims on parole, conditional medical and clemency cases – 974
- Assisted victims who attended parole or clemency hearings - 22

Field Services

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

- Parole Interviews - 70
- Revocation Interviews - 229
- Revocation Hearings - 36
- Total Interviews and Hearings for the Month – 335

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	1	1	1	1
PENDING CLEMENCY CASES	With Hearing: 360 W/O a Hearing: 12 Total Cases: 372	With Hearing: 532 W/O a Hearing: 21 Total Cases: 553	With Hearing: 524 W/O a Hearing: 51 Total Cases: 575	With Hearing: 707 W/O a Hearing: 55 Total Cases: 762	With Hearing: 703 W/O a Hearing: 39 Total Cases: 742

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: August 2019

- Submitted 29 requisitions, 25 security requests, 33 purchase requests, 16 work orders, 9 CSAB phone issues, 28 deliveries, and 92 invoices
- 100% prompt payment compliance
- Ready for go live for the FCOR STMS Model Plan
- Attended the Pworks training
- Drafted the LBR documents and attended meeting
- FL Palm Meeting
- Worked with DMS FIMS to get Fleet Information
- Provided agency staff safety/wellness information
- Provided information to DMS
- Attended FCCD Training Institute
- Submitted Administration business report
- Employee awards and recognition
- Attended 1 meeting for the HR Learning Management System.
- Logged in 109 Accounting vouchers
- Submitted terminations to FALCON through FDLE for updating
- Coordinated cleaning of carpets for Central Office
- Updated and completed Attractive Property Inventory audit on August 19
- Updated FCOR travel log for state cars
- Typed service/award recipient certificates
- Updated and completed SunPass Transponder inventory audit
- Inventoried and updated the key log

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: August 2019

During the month of August, the Office of the General Counsel generated thirty-seven (37) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to fifty-five (55) public records requests.

During the month of August, the Commission received twenty (20) 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: August 2019

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Researched potential legislative budget request proposals for the 2020 legislative session.
- Drafted language for policy proposals for the 2020 legislative session.
- Met with the Governor's staff, the Office of Policy and Budget, and Cabinet staff to discuss the Commission's legislative priorities for 2020.

Office of Communications

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

Accomplishments: August 2019

- Provided ongoing media relations.
- Drafted miscellaneous messages to staff.
- Composed articles for and published the summer edition of the internal newsletter.
- Reviewed 947 orders for stylistic and grammatical correctness.
- Continued working on the Long Range Program Plan (LRPP).
- Drafted communications report and talking points for the annual business meeting.
- Attended the Florida Public Relations Association (FPRA) annual conference.
- Proofread miscellaneous documents for Commission staff.
- Held graphics meeting for annual report.

- Composed correspondence on behalf of the agency to external audiences.
- Provided information to staff regarding Hurricane Dorian.

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, accepting clemency applications, referring applications for investigation, and serves as the official custodian of all clemency records.

Accomplishments: August 2019

- The main goal of the Office of Executive Clemency (OEC) is to support the Executive Clemency Board. OEC staff also provide assistance to the public regarding the clemency process, applications, and historical records.
- OEC staff screen the daily submissions of applications in an expeditious manner in order to notify the applicants of their eligibility for the different forms of clemency. Correspondence is provided to the applicants explaining the next steps in the process and advising of any additional information that is needed to move their application forward.
- OEC welcomed the new staff addition of Courtney Haupt, hired as a senior clerk.
- OEC worked closely with the Office of Clemency Investigations on work flow efficiencies and staff assignments.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **63,338,947** inquiries with **5,073,487** searches for Restoration of Civil Rights (RCR) grants.
- 1,003,833 names were located and **110,149** certificates have been printed.
- Currently **378,172** RCR certificates are available for printing and can be searched on our website: www.fc.or.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: August 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.
- Hired one new full-time OPS commission investigator.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Assisted in the development of clemency information for multiple annual agency reports.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Researched the potential impact and implementation of Amendment Four (Voting Restoration amendment).
- Provided customer service to clemency applicants.