



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – December 2018*

## **Chairman's Message**

*Melinda N. Coonrod*

As 2018 concluded, I couldn't help but reflect on the previous year and the Commission's many accomplishments. With the support of our partners in criminal justice and the dedication of our diligent staff, the Commission continued its impressive commitment to protecting the residents and visitors of the great state of Florida. We provided accurate information to the Clemency Board for clemency hearings, held four successful out-of-town hearings, performed 21,369 victim assists, and continued to strengthen relationships with other public safety and law enforcement agencies on a local, national, and global scale.

Our accomplishments were also showcased in our newly printed 2018 Annual Report. We set the bar quite high at the start of the year, but it was evident just how well we rose to the occasion. I'm confident that we will continue to set and exceed expectations well into 2019. We concluded the month as we do every year, by coming together as a team for our holiday brunches and gatherings in our central and regional offices. These events remind us of the importance of taking a moment to enjoy each other's company and to recognize our good fortune.

Please continue reading this month's report to learn more about the advancements made by our agency during the month of December.

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: December 2018

#### Office of the Commission Clerk

The number of cases docketed included: 692

- Parole – 73 (2 granted, 0 denied)
- Conditional Medical - 1 (1 granted, 0 denied, 0 deceased prior to the vote)
- Conditional Release - 489
- Addiction Recovery Supervision - 124

#### Revocations

- Warrants Issued – 160\*
- Cases Reviewed and Prepared for Docket - 76\*

*\*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 - 350
- Victims Located - 19
- Status updates to victims on parole, conditional medical and clemency cases – 462
- Assisted victims who attended parole or clemency hearings - 32

#### Field Services

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

- Parole Interviews - 69
- Revocation Interviews - 177
- Revocation Hearings - 33
- Total Interviews and Hearings for the Month – 279

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	1	2	0	2
PENDING CLEMENCY CASES	With Hearing: 224 W/O a Hearing: 12 Total Cases: 234	With Hearing: 490 W/O a Hearing: 18 Total Cases: 508	With Hearing: 481 W/O a Hearing: 11 Total Cases: 492	With Hearing: 635 W/O a Hearing: 27 Total Cases: 662	With Hearing: 607 W/O a Hearing: 29 Total Cases: 636

## 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: December 2018

- Submitted 9 requisitions, 8 security requests, 10 purchase requests, 114 invoices, 21 inner office requests, 9 work orders, and made 22 deliveries
- 99% prompt payment compliance
- Updated the VOCA Application
- Attended FL Palm Project Meeting
- STMS Kickoff Meeting
- Provided agency staff safety/wellness information
- Safety Inspection completed
- Responded to DFS p-card and voucher inquiries
- Attended DMS HR Professionals Training
- Processed the removal of terminated interns/employee from FALCON.
- Accounting vouchers and P-Card reconciliation processed
- Administration held team meeting.
- Assisted with installing shelving in Executive Clemency
- Attended meeting on New Employee Mentor Program

## 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: December 2018

During the month of December, the Office of the General Counsel generated forty-five (45) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to forty-five (45) public records requests.

## Monthly Accomplishments Report

During the month of December, the Commission received thirteen (13) positive orders, from state circuit courts, district courts of appeal, and federal courts, including the Eleventh Circuit Court of Appeals. These orders are in the nature of reaffirming long-held and long-standing precedent governing some of the more common challenges presented against the Commission, including the denial of a grant of credit for time out on supervision after a supervision revocation, the recommendation for particular programming, the placement of an offender on conditional release, the Commission's discretionary authority to impose special conditions in a conditional release order, the Commission's denial of a grant for a special interview, the sufficiency of the evidence presented at revocation hearings, and the Commission's decision to aggravate for unsatisfactory institutional conduct and its decision not to mitigate based on particular information set forth by an inmate.

### Office of Legislative Affairs

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

#### Accomplishments: December 2018

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Researched the potential impact and implementation of Amendment Four.
- Met with legislators to discuss the Commission's legislative priorities for 2019.
- Attended criminal justice committee meetings of the legislature.

### Office of Communications

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

#### Accomplishments: December 2018

- Published and distributed the Annual Report.
- Distributed the Employee Handbook and Reference Guide and posted to the internal website.
- Held first meeting of the employee mentor program.
- Held graphics meeting regarding projects for 2019.
- Created the 2019 Communications Outlook including goals, objectives, and strategies.
- Posted updates regarding Amendment 4 and the Board of Executive Clemency meeting to the external website.
- Drafted miscellaneous messages to staff.
- Distributed information to staff regarding office closures.
- Updated the Office of Communications Handbook and 2019 calendar of events.

### 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: December 2018

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

December is always a time when we work hard to complete all business transactions for the current year and look forward to the next year and what it brings to the clemency world.

The December clemency meeting was postponed due to the passing of former President George H. W. Bush and Governor Scott's attendance in Washington, D.C. The dates for the upcoming clemency meetings will be set by the new administration once they are up and running after January 8. Those applicants who were listed on the December agenda will be included on the first 2019 meeting agenda.

All outstanding executive orders were filed with the Secretary of State; thus, bringing the actions of this Executive Clemency Board to a close for the calendar year. We are ready and prepared to assist the new administration with the ins and outs of the clemency process, any changes to the Rules of Executive Clemency, and the impact of the passage of Amendment 4 pertaining to voting rights.

#### **Webpage Statistics**

- <https://FCOR.state.fl.us> has received **54,544,011** inquiries with **5,002,237** searches for Restoration of Civil Rights (RCR) grants.
- **990,724** names were located and **106,352** certificates have been printed.

Currently **378,170** RCR certificates are available for printing and can be searched on our website: [www.fc.state.fl.us](http://www.fc.state.fl.us) under the clemency tab or [www.FLrestoremyrights.com](http://www.FLrestoremyrights.com)

## Office of Clemency Investigations

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

#### **Accomplishments: December 2018**

- Prepared investigations for the upcoming Clemency Board Meeting and conducted quality assurance reviews of With and Without a Hearing investigations completed by field offices.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Published a revised Clemency Investigations Instructions Manual for conducting comprehensive investigative reports which are submitted to the Clemency Board.
- Researched the potential impact and implementation of Amendment Four.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Provided customer service to clemency applicants.