



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – January 2019

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: January 2019

Office of the Commission Clerk

The number of cases docketed included: 787

- Parole – 117 (0 granted, 0 denied)
- Conditional Medical - 10 (4 granted, 4 denied, 1 deceased prior to the vote)
- Conditional Release - 555
- Addiction Recovery Supervision - 91

Revocations

- Warrants Issued – 170*
- Cases Reviewed and Prepared for Docket - 127*

**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 - 194
- Victims Located - 34
- Status updates to victims on parole, conditional medical and clemency cases – 805
- Assisted victims who attended parole or clemency hearings - 48

Field Services

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

- Parole Interviews - 57
- Revocation Interviews - 196
- Revocation Hearings - 59
- Total Interviews and Hearings for the Month – 312

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	3	1	4	6
PENDING CLEMENCY CASES	With Hearing: 256 W/O a Hearing: 9 Total Cases: 265	With Hearing: 480 W/O a Hearing: 19 Total Cases: 499	With Hearing: 462 W/O a Hearing: 17 Total Cases: 479	With Hearing: 610 W/O a Hearing: 24 Total Cases: 634	With Hearing: 625 W/O a Hearing: 32 Total Cases: 657

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: January 2019

- Submitted 12 requisitions, 16 security requests, 11 purchase requests, 12 invoices, 178 inner office requests, 11 work orders, and made 22 deliveries.
- 100% prompt payment compliance
- Attended FL Palm Project Meeting
- Submitted Confidential Plate Form
- Assisted DC OIT with the migration of the server
- Provided agency staff safety/wellness information
- Responded to DFS p-card and voucher inquiries
- VOCA Application Meeting Attended DMS HR Professionals Training
- Accounting vouchers and P-Card reconciliation processed
- Administration held team meeting.
- PCard Works Meeting
- Processed the five-year re-submission of employees’ fingerprints through the FALCON
- Updated FCOR staff approved to utilize state vehicles
- Set up Deferred Comp meeting for central office staff
- Completed Key inventory for Central office on
- Scanned all purchasing card information for staff so that hard copy files will no longer be kept.
- Payroll Compliance Checklist submitted

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: January 2019

During the month of January, the Office of the General Counsel generated forty-four (44) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to one hundred and three (103) public records requests.

During the month of January, the Commission received twenty-one (21) positive orders, from state circuit courts, district courts of appeal, and federal courts. 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: January 2019

- 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.
- Drafted talking points on the potential impact and implementation of Amendment Four.
- Scheduled meetings with key criminal justice legislators to discuss the Commission's legislative priorities for 2019.
- Attended criminal justice committee meetings of the legislature.
- Secured sponsors in both chambers of the legislature for Commission priorities.
- Revised legislative proposal bill language.
- Completed bill analyses on various criminal justice bills that may impact the Commission.

Office of Communications

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

Accomplishments: January 2019

- Onboarded Communications intern.
- Continued to distribute the Employee Handbook and Reference Guide.
- Posted updates regarding Amendment Four and the Board of Executive Clemency meeting to the external website.
- Composed talking points regarding the Groveland Four clemency meeting.
- Drafted miscellaneous messages to staff.

- Director successfully completed the Accreditation in Public Relations (APR) process.

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: January 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.

January was the whirlwind that we all expected. A new governor and cabinet as well as the beginning of the meetings regarding the enactment and processes to be finalized for Amendment 4. As soon as procedures for implementation are in place, instructions will be posted on our website at www.fcor.state.fl.us

Also, with each new administration comes the possibility of new Rules of Executive Clemency. When that occurs, the agency looks at the active pending cases and applies the specifics of the new rules to those cases. Several states are also looking at making changes in their clemency processes and look to Florida for ideas.

These are exciting times in the world of clemency; the next few months should be historical!

Webpage Statistics

- <https://FCOR.state.fl.us> has received **55,754,940** inquiries with **5,015,358** searches for Restoration of Civil Rights (RCR) grants.
- **992,781** names were located and **107,035** 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: January 2019

- Prepared a clemency report on the Groveland Four which was submitted to the Governor and Cabinet for pardon consideration at a specially called Clemency Board Meeting.
- Researched the potential impact and implementation of Amendment Four and attended a Senate Criminal Justice Committee Meeting on the Voting Restoration amendment.
- Provided training to the Regional Administrators and Supervisors during a conference call related to procedures for conducting clemency investigations.
- 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.

Monthly Accomplishments Report

- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Provided customer service to clemency applicants.