



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – July 2019

Chairman's Message

Melinda N. Coonrod

July was an eventful month at the Commission. Not only did we recognize Pretrial, Probation, and Parole Supervision Week, we also held an out-of-town hearing, released the Restoration of Civil Rights (RCR) Recidivism Report, and welcomed a handful of new employees to the agency.

Pretrial, Probation, and Parole Supervision Week in Florida was held July 21-27. The weeklong event is an annual opportunity to recognize our own achievements and contributions as an agency, while celebrating our partners in criminal justice who work tirelessly to keep our communities safe. The Commission was proud to join our partners in celebrating a remarkable network of professionals who continue to make Florida a safer place to live and visit.

The Commission held hearings in Brevard County on July 17 and July 18 for the third out-of-town vote of the year. The hearings were attended by several notable guests including Senator Tom Wright's legislative aide, Elisha Converse. Many families and supporters of the inmates and victims who were in attendance expressed their appreciation to the Commission for coming to their community to have their voices heard.

I am continually impressed by the excellent service our agency provides to the citizens and visitors of our state to ensure public safety. I encourage you to continue reading to learn more about the Commission's many achievements during the month of July.

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: July 2019

Office of the Commission Clerk

The number of cases docketed included: 1,056

- Parole – 117 (2 granted, 0 denied)
- Conditional Medical - 5 (1 granted, 4 denied)
- Conditional Release - 782
- Addiction Recovery Supervision - 139

Revocations

- Warrants Issued – 193*
- Cases Reviewed and Prepared for Docket - 150*

**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 - 316
- Victims Located - 73
- Status updates to victims on parole, conditional medical and clemency cases – 1,012
- Assisted victims who attended parole or clemency hearings - 28

Field Services

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

- Parole Interviews - 86
- Revocation Interviews - 200
- Revocation Hearings - 54
- Total Interviews and Hearings for the Month – 340

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	0	0	1	0
PENDING CLEMENCY CASES	With Hearing: 372 W/O a Hearing: 15 Total Cases: 387	With Hearing: 537 W/O a Hearing: 21 Total Cases: 558	With Hearing: 523 W/O a Hearing: 45 Total Cases: 568	With Hearing: 680 W/O a Hearing: 48 Total Cases: 728	With Hearing: 705 W/O a Hearing: 43 Total Cases: 748

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: July 2019

- Submitted 23 requisitions, 27 security requests, 23 purchase requests, 22 work orders, 15 CSAB phone issues, 23 deliveries, and 190 invoices
- 99% prompt payment compliance
- Produced the FCOR STMS Model Plan and attended STMS meetings
- Provided responses to the Division of Risk Management safety evaluation
- 100% completion of FY 2019/2020 Performance Evaluations
- Input budget for all contracts in FACTS
- Attended the PCARD WORKS Change Champion Training
- Held LBR meeting
- Attended the Change Champion FL Palm Meeting
- Setup allotments in Flair
- Certified forwards for the agency
- Worked with DMS FIMS to get Fleet Information
- Processed records retention for CDs received from DFS from FY 2004-2017
- PCARD WORKS training submission of acknowledgement of training forms.
- Revised the Custodial Access Card form for signing out access card
- Updated the mail policy
- Provided agency staff safety/wellness information
- Administration held team meeting
- Worked with supervisors and managers for completion of performance evaluations
- Provided information to DMS for Veterans Preference
- On-boarded 14 new employees
- Hosted Debt Management Lunch N Learn and AFLAC site visit
- HR intern completed internship

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: July 2019

During the month of July, the Office of the General Counsel generated forty (40) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to eight-four (84) public records requests.

During the month of July, the Commission received fifteen (15) 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: July 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.

Office of Communications

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

Accomplishments: July 2019

- Provided ongoing media relations.
- Drafted miscellaneous messages to staff.
- Composed articles for the summer edition of the internal newsletter.
- Attended final meeting of LeadershipFPRA in Orlando.
- Reviewed 947 orders for stylistic and grammatical correctness.
- Began working on the Long Range Program Plan (LRPP).
- Updated the *Employee Handbook and Reference Guide* and provided to new employees.
- Distributed information to leadership regarding the annual business meeting.
- Produced edited video of the Preventing Crime Conference Commission session.

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: July 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.
- Staff processed the conditional grants heard by the Executive Clemency Board from the June 5, 2019, Clemency Meeting.
- Welcomed the new staff addition of Emily Carson, hired as a senior clerk.
- Staff worked closely with the Office of Clemency Investigations on work flow efficiencies.

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: July 2019

- Provided training to the regional administrators and supervisors during a conference call related to procedures for conducting clemency investigations.
- Hired eight new full-time OPS commission investigators.
- 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.
- Researched the potential impact and implementation of Amendment Four (Voting Restoration Amendment).
- 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.
- Provided customer service to clemency applicants.