



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – March 2019

Chairman's Message

Melinda N. Coonrod

As we proceeded through legislative session, we rededicated ourselves to our mission and objectives through our day to day routines, and through strategic planning.

The Board of Executive Clemency held its first quarterly clemency hearing of the year on March 13. The Office of Executive Clemency and Clemency Investigations did a tremendous job preparing for the meeting. A total of fifty-nine cases were placed before the Clemency Board for consideration.

This month we recognized the social, economic, cultural, and political contributions of women, past and present, during National Women's History Month. From Susan B. Anthony and Clara Barton nearly 130 years ago, to Malala Yousafzai today, women have been a driving force of progress, and warriors in the fight for equality. In our own field of criminal justice, we are surrounded by women of great knowledge, skill, and drive. It is because of the sacrifices and achievements of those who came before us, that our successes are possible. As we continue throughout the year, let us be motivated by the hard work and accomplishments of those groundbreaking trailblazers.

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 March.

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: March 2019

Office of the Commission Clerk

The number of cases docketed included: 597

- Parole – 64 (2 granted, 0 denied)
- Conditional Medical - 7 (5 granted, 2 denied)
- Conditional Release - 429
- Addiction Recovery Supervision - 82

Revocations

- Warrants Issued – 186*
- Cases Reviewed and Prepared for Docket - 109*

**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 - 303
- Victims Located - 70
- Status updates to victims on parole, conditional medical and clemency cases – 1175
- Assisted victims who attended parole or clemency hearings - 20

Field Services

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

- Parole Interviews - 74
- Revocation Interviews - 168
- Revocation Hearings - 35
- Total Interviews and Hearings for the Month – 277

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	0	1	1	2
PENDING CLEMENCY CASES	With Hearing: 270 W/O a Hearing: 7 Total Cases: 277	With Hearing: 497 W/O a Hearing: 13 Total Cases: 510	With Hearing: 478 W/O a Hearing: 21 Total Cases: 499	With Hearing: 633 W/O a Hearing: 28 Total Cases: 661	With Hearing: 624 W/O a Hearing: 30 Total Cases: 654

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: March 2019

- Submitted 15 requisitions, nine security requests, 17 purchase requests, 22 invoices, 178 inner office requests, 12 work orders, and made 25 deliveries
- 100% prompt payment compliance
- Submitted the Property Insurance Survey
- Provided agency staff safety/wellness information
- Responded to DFS p-card and voucher inquiries
- Administration held team meeting
- Participated in quarterly safety meeting
- PCard Works Meetings
- Attended PALM and STMS meetings
- Public Records Exemption and updated People First system
- Began scanning terminated records file into terminated file database
- Provided response to DMS regarding EEO-4 Reporting
- Completed DMS request of Discretionary Competitive Pay Adjustments
- Hosted site visit for State Securities Corporation and for VOYA.
- Prepared budget projections for bills
- Central Office phone project
- Attended Healthcare Bluebook and SurgeryPlus informational session

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: March 2019

During the month of March, the Office of the General Counsel generated thirty-two (32) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to sixty-one (61) public records requests.

During the month of March, the Commission received twenty-five (25) 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: March 2019

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- 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.
- Scheduled meetings with legislators to discuss the confirmation of Chairman Coonrod.
- Attended criminal justice committee meetings of the legislature.
- 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: March 2019

- Provided ongoing media relations.
- Updated website content for ADA compliance and changes in clemency procedures.
- Drafted miscellaneous messages to staff.
- Held meeting regarding National Crime Victims' Rights Week (NCVRW).
- Created graphics for NCVRW.
- Attended meeting of the Board of Executive Clemency and provided media assistance.
- Published *Let's Review*.

Monthly Accomplishments Report

- Reviewed three 947 orders.
- Attended FPRA seminar on podcasting.

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: March 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 legislative session has commenced and bills, discussions and meetings have been numerous regarding the implementation of Amendment 4. All interested parties are still finalizing the details and we hope to receive guidance very soon as to what part our agency will play in this very historical segment in the history of clemency. As soon as procedures for implementation of Amendment 4 are in place, instructions will be posted on our website at www.fcor.state.fl.us

The new administration met for the first time on March 13, 2019, for the quarterly clemency meeting. The meeting was successful with very few changes to procedures. Only Pardon and Firearm Authority cases were heard. Executive Orders were prepared for each person being granted clemency which will be circulated for signatures by the Board and certified copies will be mailed to the applicants and/or their representatives. Restoration of Civil Rights cases will be addressed after guidance has been received and the implementation process finalized.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **57,739,319** inquiries with **5,031,689** searches for Restoration of Civil Rights (RCR) grants.
- **995,865** names were located and **108,213** 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: March 2019

- On March 13, 2019, the Governor and Cabinet, sitting collectively as the Clemency Board, held its first quarterly Clemency Board Meeting. The Commission completed and submitted 59 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, provided detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.

Monthly Accomplishments Report

- Researched the potential impact and implementation of Amendment Four (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.
- 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.