



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – May 2019

Chairman's Message

Melinda N. Coonrod

May was a whirlwind of activity at the Commission as we held hearings in Hillsborough County, honored our fallen heroes during Memorial Day, and sponsored a session at the National Conference on Preventing Crime for the sixth year.

The Commission held hearings in Hillsborough County on May 8 and 9 for the second out-of-town vote of the year. Graciously hosted by Region V, the hearings were attended by several notable guests including Representative Wengay Newton. 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. Thank you to Region V staff for their assistance in ensuring that the hearings proceeded smoothly and without event.

Closing out the month, several team members and I traveled to Tampa for the Attorney General's annual National Conference on Preventing Crime. The Commission hosted an always-popular session on the impact of crime for the sixth consecutive year. The session educated the conference's youth attendees about the long lasting and far reaching consequences of crime.

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 May.

Sincerely,

Melinda N. Coonrod

Chairman

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: May 2019

Office of the Commission Clerk

The number of cases docketed included: 637

- Parole – 80 (2 granted, 0 denied)
- Conditional Medical - 3 (0 granted, 3 denied)
- Conditional Release - 449
- Addiction Recovery Supervision - 93

Revocations

- Warrants Issued – 170*
- Cases Reviewed and Prepared for Docket - 101*

**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 - 268
- Victims Located - 52
- Status updates to victims on parole, conditional medical, and clemency cases – 782
- Assisted victims who attended parole or clemency hearings - 40

Field Services

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

- Parole Interviews - 69
- Revocation Interviews - 212
- Revocation Hearings - 40
- Total Interviews and Hearings for the Month – 321

COURTESY INTERSTATE COMPACT TASKS	0	4	5	1	5
PENDING CLEMENCY CASES	With Hearing: 332 W/O a Hearing: 15 Total Cases: 347	With Hearing: 552 W/O a Hearing: 28 Total Cases: 580	With Hearing: 531 W/O a Hearing: 43 Total Cases: 574	With Hearing: 650 W/O a Hearing: 37 Total Cases: 687	With Hearing: 628 W/O a Hearing: 35 Total Cases: 663

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: May 2019

- Submitted 53 requisitions, 5 security requests, 84 purchase requests, 117 invoices, 233 inner office requests, 17 work orders, and made 21 deliveries.
- Achieved 100% prompt payment compliance.
- Provided agency staff safety/wellness information.
- Administration held team meeting.
- Attended PCard Works, PALM, and STMS meetings.
- Attended Division of Risk Management meeting to provide documents for agency evaluation.
- Attended Big Bend SHRM Annual Human Resources Conference.
- Updated Supervisor Accident Investigation Report.
- Provided Shared Savings Webinar information to FCOR staff.
- VALIC on-site visit held in Central Office.
- Capital Insurance on-site visit was held in Central Office.
- Participated in Division of Risk Management Safety Evaluation.
- Completed FCOR Equal Employment Opportunity and Affirmative Action Plan
- Updated FCOR Ethics Plan.
- Provided FMLA information to FCOR supervisors.
- Provided Fire Drill review with evacuation team members.
- Provided annual safety training to FCOR staff.
- FCOR supervisors provided WC procedure directive for review and understanding.
- Notified supervisors and monitored mandatory CPR training for all new staff.
- Attended FCCM training for two-day recertification in contract management.
- Submitted information to Knowledge Services, Hire Contractor.

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: May 2019

During the month of May, the Office of the General Counsel generated forty-two (42) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to eighty-eight (88) public records requests.

During the month of May, the Commission received twelve (12) 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: May 2019

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Drafted the Commission's 2019 Final Legislative Report.
- Began research on potential proposals for next legislative session.

Office of Communications

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

Accomplishments: May 2019

- Provided ongoing media relations.
- Updated website content for ADA compliance.
- Drafted miscellaneous messages to staff.
- Provided media assistance at the out of town hearing.
- Attended LeadershipFPRA workshops at the University of Central Florida on cross-functional business strategies.

Office of Executive Clemency

Monthly Accomplishments Report

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: May 2019

- Coordinator Julie McCall bid farewell to the Commission. We wish her well in retirement.
- Staff continued notifying applicants scheduled for the June 5 clemency agenda.
- Team members worked together and ensured that the office continued running smoothly in the temporary absence of a coordinator.

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: May 2019

- Prepared investigations for the quarterly Clemency Board Meeting and conducted quality assurance reviews of With and Without a Hearing investigations completed by field offices.
- Provided training to the Regional Administrators and Supervisors during a conference call related to procedures for conducting clemency investigations.
- Prepared closed clemency files for delivery to the state Storage Records Center.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Researched the potential impact and implementation of Amendment Four (voting restoration amendment).
- 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.