



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – October 2019

Chairman's Message

Melinda N. Coonrod

October is always a productive month at the Commission. The trend continued this October as the month included two legislative committee weeks, out-of-town parole hearings, and a tour of the New River Pathways Program.

These early legislative committee meetings are vital in updating the legislature and other stakeholders on the great progress and direction of the Commission. It is also a great opportunity to meet with other criminal justice entities and representatives who share our mission of ensuring public safety.

The Commission held hearings in Manatee County on October 9 and October 10 for the fourth out-of-town vote of the year. The hearings were attended by several notable guests including Representative Dianne Hart. We are always thrilled to have visitors attend our hearings. It's my belief that viewing the process allows for a better understanding of the Commission's vital role within today's criminal justice system. Additionally, many families and supporters of the inmates and victims spoke on behalf of their loved ones and expressed their appreciation to the Commission for coming to their community to have their voices heard.

Closing out the month, Commissioner Davison, several team members, and I traveled to the New River Correctional Institution where Warden R.E. Woodall and staff gave us an informational tour of the Pathways Program. It was an excellent opportunity for Commissioners and staff to get a firsthand view of the program.

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

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: October 2019

Office of the Commission Clerk

The number of cases docketed included: 932

- Parole - 118 (2 granted, 4 terminated, 3 declined to authorize)
- Conditional Medical - 8 (3 granted, 4 denied)
- Conditional Release - 685
- Addiction Recovery Supervision - 121

Revocations

- Warrants Issued - 185*
- Cases Reviewed and Prepared for Docket - 157*

**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 - 62
- Status updates to victims on parole, conditional medical and clemency cases - 1,198
- Assisted victims who attended parole or clemency hearings - 37

Field Services

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

- Parole Interviews - 87
- Revocation Interviews - 217
- Revocation Hearings - 67
- Total Interviews and Hearings for the Month - 371

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	2	1	3	3
PENDING CLEMENCY CASES	With Hearing: 365 W/O a Hearing: 11 Total Cases: 376	With Hearing: 566 W/O a Hearing: 19 Total Cases: 585	With Hearing: 563 W/O a Hearing: 51 Total Cases: 614	With Hearing: 730 W/O a Hearing: 52 Total Cases: 782	With Hearing: 711 W/O a Hearing: 29 Total Cases: 740

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: October 2019

- Submitted 41 requisitions, security request, 20 purchase request, 11 work orders, 5 CSAB phone issues, 29 SARS, 13 deliveries, 3 new hires and 104 invoices.
- 100% prompt payment compliance.
- Drafted budget documents.
- Attended FL Palm Meetings.
- Provided agency staff safety/wellness information.
- Logged in 85 accounting vouchers.
- Attended People First LMS Agency Administration Training, Safety Coordinator Orientation Training, and Retirement Training.
- Attended AFSCME Meeting Recruitment and Selection Community of Interest meeting;
- Updated FMLA/FSWP Denial letter.
- Created Employee Leave Deposition Checklist.
- Assisted and sent out reminders for Open Enrollment.
- Audited staff approved to drive for FCOR making sure driver licenses and insurance cards are up to date.
- Removed employees/interns off the FALCOM data base through FDLE for terminations.
- VOCA Audit Certification.
- Submitted DFS form A1-2137 1099 Checklist.
- Attended STMS Meetings.
- Processed attorney contracts.
- Submitted Florida Single Audit Act Annual Certification, Casualty Insurance Survey, CEFP Survey, Delinquency Accounts, Employee Dishonesty Survey.

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: October 2019

During the month of October, the Office of the General Counsel generated forty-eight (48) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to sixty-five (65) public records requests.

During the month of October, the Commission received ten (10) 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: October 2019

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Drafted language for policy proposals for the 2020 legislative session.
- Met with legislators to discuss the Commission's legislative priorities for 2020.
- Responded to questions from OPPAGA staff regarding various Commission functions.
- 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: October 2019

- Provided ongoing media relations.
- Composed miscellaneous messages to staff.
- Reviewed 947 orders for stylistic and grammatical correctness.
- Proofread miscellaneous documents for Commission staff.
- Composed correspondence on behalf of the agency to external audiences.

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, accepting clemency applications, referring applications for investigation, and serves as the official custodian of all clemency records.

Accomplishments: October 2019

- The main goal of the Office of Executive Clemency (OEC) is to support the Executive Clemency Board (Board). OEC staff also provides assistance to the public regarding the clemency process, applications and historical records.

Monthly Accomplishments Report

- OEC receives and processes clemency applications and notifies the applicants of their eligibility for the different forms of clemency. Correspondence is provided to the applicants explaining the next steps in the process and advising of any additional information that is needed to move their application forward.
- OEC is the custodian of all clemency records and processes requests received from criminal justice agencies regarding clemency action on individuals being investigated.
- OEC provided assistance to the Board subsequent to the Clemency Meeting held on September 25, 2019.
- OEC worked closely with the Office of Clemency Investigations on workflow efficiencies and staff assignments.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 66,278,385 inquiries with 5,466,971 searches for Restoration of Civil Rights (RCR) grants.
 - 1,097,229 names were located and 110,822 certificates have been printed.
- Currently **378,177** 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: October 2019

- 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.
- Hired two new full-time OPS Commission Investigators.
- 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.
- Researched the potential impact and implementation of Amendment Four (Voting Restoration amendment).
- Provided customer service to clemency applicants.