



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – September 2019*

## Chairman's Message

*Melinda N. Coonrod*

September always brings with it a flurry of activity to the Commission, and this month was no exception.

On September 12, the Commission held its annual Business Meeting in which we outlined our many accomplishments and recognized staff during the annual awards ceremony. I'm thrilled to have the opportunity to recognize the impressive accomplishments of so many of our team members. Thank you for your continued dedication and hard work.

The Board of Executive Clemency held its third quarterly clemency hearing of the year on September 25. A total of 82 cases were investigated and placed before the Clemency Board for consideration. Once again, the incomparable work of our clemency staff resulted in a successful hearing.

On September 30, the Commission released its Long Range Program Plan (LRPP) for fiscal years 2020-21 through 2024-25. The LRPP establishes our goals, five-year planning horizon, and outlines our objectives for the next few years. The final product was a coordinated effort across departments. Thank you to everyone who helped in the planning, research, and composition of our LRPP.

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

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: September 2019

#### Office of the Commission Clerk

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The number of cases docketed included: 1,076

- Parole – 108 (3 granted, 0 denied)
- Conditional Medical - 7 (3 granted, 4 denied)
- Conditional Release - 790
- Addiction Recovery Supervision - 151

#### Revocations

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- Warrants Issued – 176\*
- Cases Reviewed and Prepared for Docket - 154\*

*\*Includes parole, conditional release, addiction recovery release, and conditional medical release and control release cases.*

#### Victims' Services

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- Victims requests for information on parole, conditional release, and conditional medical cases - 316
- Victims Located - 49
- Status updates to victims on parole, conditional medical and clemency cases – 1,094
- Assisted victims who attended parole or clemency hearings - 37

#### Field Services

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

- Parole Interviews - 115
- Revocation Interviews - 169
- Revocation Hearings - 122
- Total Interviews and Hearings for the Month – 406

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	1	3	4	0	0
PENDING CLEMENCY CASES	With Hearing: 389 W/O a Hearing: 13 Total Cases: 402	With Hearing: 534 W/O a Hearing: 18 Total Cases: 552	With Hearing: 516 W/O a Hearing: 48 Total Cases: 564	With Hearing: 707 W/O a Hearing: 50 Total Cases: 757	With Hearing: 728 W/O a Hearing: 35 Total Cases: 763

## 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: September 2019

- Submitted 20 requisitions, 6 security requests, 21 purchase requests, 5 work orders, 4 CSAB phone issues, 28 deliveries, 22 new hires and 121 invoices
- 97% prompt payment compliance
- Drafted budget documents
- FL Palm Meetings
- Provided agency staff safety/wellness information
- Logged in 117 accounting vouchers
- Completed the inventory for the investigator badges
- Attended one meeting for the HR Learning Management System
- Safety meeting held, completed safety inspection
- Updated evacuation checklist
- Coordinated cleaning of carpets for Central Office
- Completed property inventory
- Completed and posted LBR & CIP
- Worked on VOCA Application
- Hired new HR Administrator
- Risk Management evaluation results; only one finding

## 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: September 2019

During the month of September, the Office of the General Counsel generated fifty-five (55) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to forty-eight (48) public records requests.

During the month of September, 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: September 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.
- Met with the OPPAGA staff to discuss conditional medical release and parole.
- Updated the PowerPoint for the Commission's 2020 LBR presentation.
- 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: September 2019

- Provided ongoing media relations.
- Composed miscellaneous messages to staff.
- Provided media assistance at the Board of Executive Clemency meeting.
- Reviewed 947 orders for stylistic and grammatical correctness.
- Completed and published the Long Range Program Plan (LRPP).
- Presented Communications report at the annual business meeting.
- 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: September 2019

- The main goal of the Office of Executive Clemency (OEC) is to support the Executive Clemency Board. OEC staff also provide assistance to the public regarding the clemency process, applications and historical records.
- OEC screen the daily submissions of applications in an expeditious manner in order to notify 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.

- The Executive Clemency Board held the third quarterly clemency meeting on September 25. OEC provided assistance to the Board in preparation for the meeting and ensured all aspects of the meeting were finalized. Prior to the meeting, OEC reached out to applicants included on the agenda providing details on the specifics of the meeting. Newly appointed coordinator, S. Michelle Whitworth, called the meeting.
- OEC worked closely with the Office of Clemency Investigations on work flow efficiencies and staff assignments.

#### **Webpage Statistics**

• <https://FCOR.state.fl.us> has received 64,229,320 inquiries with 5,102,854 searches for Restoration of Civil Rights (RCR) grants.

• 1,009,513 names were located and **110,396** certificates have been printed.

Currently **378,178** RCR certificates are available for printing and can be searched on our website: [www.fcor.state.fl.us](http://www.fcor.state.fl.us) under the clemency tab or [www.FLrestoremyrights.com](http://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: September 2019**

- On September 25, 2019, the Governor and Cabinet, sitting collectively as the Clemency Board, held its third quarterly Clemency Board Meeting. The Commission completed and submitted 82 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.
- Provided in-person training to the regional administrators and supervisors during a management meeting in Tampa as well as during a regular 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 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).
- Attended Business Meeting and staff attended public records training.
- Provided customer service to clemency applicants.