



# FLORIDA PAROLE COMMISSION

4070 Esplanade Way, Tallahassee, Florida 32399-2450

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*Commissioner/Chair*

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*Commissioner/Vice-Chair*

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*Commissioner/Secretary*

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## FLORIDA PAROLE COMMISSION Monthly Accomplishments' Report

### FEBRUARY 2013 ~CHAIR'S MESSAGE~ Tena M. Pate

Two key events occurred at the Commission in the month of February 2013 in addition to its scheduled parole hearings: the Commission's Semi-annual Business Meeting was held February 13, 2013, at the Commission's central office in Tallahassee; and the Commission held its annual Black History Month Celebration on February 21.

The Commission's standard business meeting was highlighted with presentations provided by: Department of Corrections Deputy Secretary Timothy Cannon, Department of Corrections Bureau Chief Shari Britton, United States Marshals' Service Supervisory Inspector Marty R. West and Murray G. Brooks with Secure Continuous Remote Alcohol Monitoring (SCRAM). Murray Brooks, Account Manager for Alcohol Monitoring System, Inc. presented a fairly new device to the Commission, called SCRAM (Secure Remote Alcohol Monitoring). The device is similar to the electronic monitoring bracelet, however, it registers through the skin and detects if an offender has consumed any alcoholic beverages. Mr. Brooks presented this information in hopes that the device could be used on conditional release, addiction recovery, conditional medical and parole offenders.

The Commission celebrated Black History Month by hosting a luncheon on Thursday, February 21. This outstanding program was produced by Cathy Floyd, Avis Woods, Joel Lorde, and Mary Lynne Petroski. The Commission's own Joel Lorde and Avis Woods led the group in singing "Lift Every Voice and Sing," the National Negro Anthem. Then a group of designated employees joined Ms. Woods in singing a medley of spiritual and gospel Black anthems. The keynote speaker featured Dr. Osie Anderson, Professor Emeritus and Chair of the Department of Mathematics at Florida A&M University. Dr. Anderson's message stressed the importance of "inclusiveness" and having a unified America.

## COMMISSION SECTION ACCOMPLISHMENTS

### Operations

#### Shana Lasseter, Director

- On February 12, 2013, Shana Lasseter, Director of Operations (DO), as a follow up to the National Institute of Corrections (NIC) training in Aurora, Colorado last month, participated in a webinar on Active Implementation Frameworks: Supporting Evidence-based Policy, Practice, and Decision-Making for Paroling Authorities. The webinar was conducted by Melissa Van Dyke, LCSW, Implementation Specialist, National Implementation Research Network, University of North Carolina, Chapel Hill.
- On February 14, 2013, Gina Giacomo, Director of Administration, Julia McCall, Executive Clemency Coordinator and Shana Lasseter, DO, participated in The Sterling Performance Improvement Summit at Tallahassee Community College. The summit is a full day of professional development providing a public forum for performance improvement and problem-solving teams to demonstrate the principles and techniques of improving organizational performance through employee participation. The training covered a wide variety of quality improvement methodologies and improvement approaches, such as Six-Sigma, Lean Manufacturing and Total and Quality Management.
- On February 18, 2013, numerous members of the Operations team met with FDLE Special Agent in Charge Cindy Sanz, Special Agent Supervisor Scott McInerney, Capitol Police Deputy Director Scott Grant, Capitol Police Sergeant Ronald Colson and Capitol Police Corporal Scotty Winfree to address the enhancement of security on Commission meeting days. To address Commission concerns regarding staff escape/evacuation in a crisis situation, FDLE will provide Active Shooter Training to all Commission staff beginning in March, 2013. The course is a 3 hour civilian training targeted to reach a broad range of individuals, including managers and employees, so they can prepare to respond to an active shooter situation. Additionally, FDLE will provide a uniformed officer to remain in the FPC lobby on voting days while visitors are present.
- Supervisors Daphne Asbell, Kim Dickey and Kristin Lambert met with DO Lasseter on February 22, 2013, as a follow up to the Chair Pate's strategy and goal setting session held in January with senior management and supervisors. Ten operational goals, in priority order, were identified at the meeting as those that will be met by the Operations team by June 30, 2013. The team was encouraged to put on thinking caps, roll up sleeves and energize respective team members in order to ensure success by the June deadline.
- Visits were made to the Region 3 Ocala office and Region 2 Jacksonville office on February 25th and 26th, respectively. Routine visits to the field offices afford staff the opportunity to discuss a myriad of issues with the DO and/or the Chair. During the February visits, clemency training was provided by Tanya SigRist, Clemency Investigations, who accompanied DO Lasseter to the regional offices. Additionally, the visit to Region 2 included a celebration in honor of Dian Morin, who retired effective February 28, 2013, after 35 consecutive years with the Commission.

**Office of the Commission Clerk**

**Cases Docketed:**

<b>Parole</b>	<b>164</b>
<b>Conditional Medical</b>	<b>2</b>
<b>Conditional Release</b>	<b>553</b>
<b>Addiction Recovery</b>	<b>96</b>
<b>TOTAL</b>	<b>842</b>

Month	Paroles		Conditional Medical Release	
	Granted	Denied	Granted	Denied
<b>February</b>	1	0	2	0

**CASE OF INTEREST:**

On the February 20, 2013 docket, the supervision review of Alejandro Hoyas, DC# 386649, was heard. Mr. Hoyas presented to the Commission that it was often difficult to obtain permission to travel for work purposes. He expressed his desire to obtain gainful employment and continue advancing in his career path. After speaking with Mr. Hoyas, Commissioner Cohen and Commissioner Coonrod elected to continue the case to the next docket in order to obtain additional information from the Probation Officer. Commissioner Coonrod volunteered to contact Mr. Hoyas' probation officer in order to collectively rectify the situation. On the February 27, 2013 docket, Mr. Hoyas stated that he had spoken to his officer and that the officer would approve travel as long as it was specified that he wished to travel throughout the State of Florida. Commissioner Coonrod explained that she had also spoken to the officer and they had agreed that travel arrangements would suffice.

**Imaging**

- Monthly totals for Imaging Inmate Records (IRIS)

Completed Documents	February 2013
	3,517

**Revocations**

**STATISTICS:**

Warrants Issued	163
Cases Reviewed and Prepared for Docket	131

\*Cases include Parole, Conditional Medical Release, Conditional Release, Addiction Recovery Release and/or Control Release\*

**CASE OF INTEREST:**

**Allen Wilson, DC#030306**, was convicted in 1982, of 2 counts of burglary and sentenced to a total of 20 years. He was released to parole on October 14, 1986, to remain on supervision until December 29, 2001. In June 1991, the parolee absconded from supervision, which resulted in the Parole Commission

issuing a warrant. The Hillsborough County Sheriff's Office, also charged the parolee with stabbing a victim and aggravated battery. After approximately 21 years, the parolee was located in Tennessee and extradited to Florida to address the two warrants that were issued. Hillsborough County sentenced the parolee to 1 year and 1 day for Aggravated Battery. The Commission revoked Wilson's parole on the absconding violation; however, street credit was given to him to apply toward his release date. Wilson currently has a tentative release date of December 28, 2017 and will be reviewed by the Commission in June 2013, because he is still eligible for parole.

**Victims' Services**

	<b>February 2013</b>
Victims' requests for information on parole, conditional release, and conditional medical cases	289
Victims Located	72
Status updates to victims on parole, conditional medical and clemency cases	492
Assisted victims who attended parole or clemency hearings.	44

**PERSONNEL:**

- Daphne Asbell provided training on the Parole Commission at the Attorney General's Advocacy after the Conviction Training in Naples, Florida on February 6, 2013.
- Megan Gocs left our victims staff for a job with a private association.

**Field Services**

**Field Services' Statewide Activity Totals**

	<b>February 2013</b>
Monthly Interviews and Hearings Conducted:	
Parole Interviews	105
Revocation Interviews	190
Revocation Hearings	40
<b>Total Interviews and Hearings for the Month</b>	<b>335</b>

**REGION I:**

- **COURTESY INTERSTATE COMPACT TASKS:**
  - Did not perform any notices or hearings.
- **PENDING CLEMENCY CASES:**
  - With a hearing: 751
  - Without a hearing: 118
  - Total Cases: 869
- **TRAINING:**
  - On 2/1/13 Tangila Atkins attended a revocation hearing with Examiner Gallogly.
  - On 2/6/13 Examiner Gallogly and RA Hamilton participated in a re-entry seminar at Wakulla Annex.
  - On 2/13/13 and 2/14/13 Kristin Lambert trained with Examiner Gallogly.

- Nell Simmons attended the FCCD training of Managing and Supervising the Multi-Generational Workforce on 2/13/13.

## **REGION II:**

- COURTESY INTERSTATE COMPACT TASKS:
  - Region 2 had one (1) request for a Courtesy Preliminary Hearing from Interstate Compact.
- PENDING CLEMENCY CASES:
  - With a hearing: 1021
  - Without a hearing: 152
  - Total Cases: 1173
- PERSONNEL ACTION:
  - Staff Assistant Dian Morin retired after 35 years of service on 2/28/2013.
- TRAINING:
  - Tanya Sigrist from the Office of Clemency Investigations came to the Jacksonville Office on 2/27/2013 and provided clemency training to the region.
- MISCELLANEOUS:
  - Director of Operations Shana Lasseter came to the retirement luncheon for Staff Assistant Dian Morin on 2/27/2013 to present her with a plaque from the Parole Commission thanking her for her 35 years of service.

## **REGION III:**

- COURTESY INTERSTATE COMPACT TASKS:
  - 3
- PENDING CLEMENCY CASES:
  - With a hearing: 1171
  - Without a hearing: 156
  - Total Cases: 1327
- TRAINING:
  - At the Region staff meeting on 2/20/2013, staff discussed Clemency issues and processes in preparation for the scheduled Region III training by Clemency in the Ocala Field Office on 2/26/2013.
  - Tanya Sigrist and Shana Lasseter visited the Ocala Field Office on 2/26/2013 and provided Clemency training to Region III staff. It was extremely beneficial to all.
- MISCELLANEOUS:
  - RA Kevin Tiller attended the Brevard County Public Safety Coordinating Council meeting in Viera on 2/6/2013.
  - Examiner Will Whitehouse participated in a Re-entry seminar presented by DOC at Marion Correctional on 2/8/2013.

## **REGION IV:**

- COURTESY INTERSTATE COMPACT TASKS:
  - Served four (4) Parole Notice of Hearings
- PENDING CLEMENCY CASES:
  - With a hearing: 2608
  - Without a hearing: 281
  - Total Cases: 2889

## **REGION V:**

- COURTESY INTERSTATE COMPACT TASKS:
  - January - 2013 - 9 request for Probable Cause Hearing
- PENDING CLEMENCY CASES:
  - With a hearing: 1326
  - Without a hearing: 240
  - Total Cases: 1566
- PERSONNEL ACTION:
  - Staff Assistant Linda Dixon will be participating in a special overtime project providing additional assistance in clemency and archiving of clemency files. She will be responsible for running FCIC/NCIC and CCIS Reports, CDC screens, IRIS information, setting up clemency files for examiners and assisting with typing CCA's as needed, etc.
- TRAINING:
  - Cathy Aylstock provided training at the Department of Health on the duties and functions of the Florida Parole Commission.
- MISCELLANEOUS:
  - Levar Allen attended the Public Safety Counsel Meeting in Polk County.
  - Jessica Ghent attended the Public Safety Counsel Meeting in Hillsborough County.

### **Administration** **Gina Giacomo, Director**

The Division of Administration's primary accomplishments in the month of February 2013 included: The Commission was the only state agency to be green on the MyFloridaMarketPlace agency eQuote utilization matrix for the Statewide Enterprise Efficiency Initiatives Procurement Transformation Project. Achieved 100% prompt payment on invoices. Commission recognized as one of the few state agencies that had no data discrepancies in the People First system. The Commission ranked 6 out of all state agencies for employees receiving their W-2 electronically.

Developed training materials and presented training to Leadership team and Chair on the new performance evaluation system and submitted performance evaluation agency wide expectations to DMS. Implemented procedures for Administration to increase customer service and improve efficiencies. Coordinated the implementation of additional firewall on all Commission laptops to meet FBI & FDLE security requirements,

worked with IT services to reach agency strategic goals and submitted request for many updates to FPC websites.

Prepared budget documents; Assisted with preparing legislative proposals, and the VOCA application for FY 2013-14; conducted research; participated and conducted research for Commission Management System work group; Completed Letter for FLAIR for authorized password; Provided employees with the new payroll tax information and delivered paper W-2s with a letter encouraging staff to receive their W-2 electronically.

Division employees attended many trainings on the following topics (5) My Florida Marketplace, (2) Grants, (2) Vender file, (1) Emergency Coordinator, (1) FASAAD Administration, (1) Purchasing, (1) FL-SOLARIS, (1) Invoice Reviews, (1) Performance Management Implementation, (1) Interagency Advisory Council & Risk Management and (1) Human Resource.

**Office of Clemency Investigations**  
**Steve Hebert, Director**

**Pending Clemency Cases March 1, 2013**

<b>Types of Clemency Cases</b>	<b>February 2013</b>
RCR Cases	15,854
Without a Hearing Cases (3,437)	
With a Hearing Cases (12,417)	
Non-RCR Cases*	7,917
<b>Total Pending Clemency Cases</b>	<b>23,771</b>

\* Full Pardon, Specific Authority to Own/Possess/Use Firearms, Remission of Fines, Commutation of Sentence and Request for Review.

- On February 12, 2013, the clemency database workgroup comprised of members from the Office of Clemency Investigations and the Office of Executive Clemency, met with Tony Sullivan, Department of Corrections OIT. The workgroup reviewed a new MACNet database feature designed to allow data collection of the various reasons for determining clemency applications ineligible.
- On February 14, 2013, the Director of Clemency Investigations provided training to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations and the Rules of Executive Clemency.
- On February 26, 2013, Parole Examiner Tanya SigRist provided a full day of training to the Region III Cocoa and Ocala field office staff at the FPC office in Ocala. She covered procedures related to conducting Restoration of Civil Rights investigations, the Rules of Executive Clemency, and the use of multiple criminal justice databases.
- On February 27, 2013, Parole Examiner Tanya SigRist provided a half day training to the Region II Jacksonville and Lawtey field office staff at the FPC office in Jacksonville. She covered procedures related to conducting Restoration of Civil Rights investigations, the Rules of Executive Clemency, and the use of multiple criminal justice databases.
- The Director and staff assisted in the development of clemency information and prepared a semi-annual report for the agency’s Business Meeting held on February 28, 2013.

- Conducted capital punishment clemency investigations for death row inmates.
- Conducted Request for Review investigations for commutation of sentence applications.
- Reviewed Restoration of Civil Rights cases for eligibility prior to sending them out to field offices for in-depth field investigations to be conducted.
- Conducted quality assurance reviews of all clemency investigations completed by regional field offices.

### **Office of Communications**

**Jane Tillman, Director**

- The Director held four (4) Social Media Committee Meetings and two (2) Communications Briefings with Leadership Team in February.
- Appointed a Social Media Committee to develop a social media communications plan for the Commission.
- Appointed a Communications Committee to advise and assist where needed the Office of Communications on its ongoing projects and the Chair's Education Initiative.
- Attended two meetings of the Agency Communications' Directors at the Governor's Office called by the Governor's Director of Communications.
- Drafted memoranda and submitted names of four Commission employees to be featured each week in the Governor's Weekly Newsletter to state employees.
- Reviewed bill analyses and other legislative materials at the request of the Director of Legislative Affairs.
- Coordinated and Responded to Public Records Requests.
- Provided updated clemency data to the media.
- Drafted the Chair's response to the Governor's FY 2013-14 Budget Recommendations.
- Drafted Talk Points and provided clemency data and information for former State Senator Tony Hill for a Voting Forum held in Jacksonville February 26.
- Drafted 2-28-13 Business Meeting reports for Legislative Affairs, Communications, Chair, and others.
- Had Governor's Budget Recommendations Posted on the Commission's website as directed by the Governor's Office of Communications.
- Drafted Social Media Committee Report and Update for March 1 submission to Chair Pate.

### **Executive Clemency**

**Julia McCall, Clemency Coordinator**

On January 18th, this office kicked up our efforts to process as many applications for Restoration of Civil Rights Without a Hearing as possible. These applications are for the less serious offenses. On January 28th, five central office staff members familiar with the RCR process joined the screening project utilizing OPS monies received from the legislature. As of February 28th, 1,523 applications had been processed by staff assigned in the office processing on a daily basis as well as the newcomers. These applications were either determined eligible and sent to Clemency Investigations for the next step in the process or determined ineligible, with the applicant being notified of such. We continue to also process applications for all of the other forms of clemency simultaneously.



In February, we brought onboard two TCC students who have fit in very well. Taylor Rhodes is working as an OPS Civil Rights Specialist I, 20 hours a week and Catherine Rodriguez is interning as part of her studies 10 hours a week. Catherine will be a very welcome asset to our office as she speaks fluent Spanish and also translates French. My plans are to orient both students to not only the clemency process but all of the important functions of the Florida Parole Commission.

The Coordinator in Executive Clemency has been asked by Chair Pate to facilitate a Lunch and Learn session on “Managing a Multi-Generational Staff.” OEC is truly a multi-generational office which provides many opportunities for new ideas and interesting interactions.

**Legal Office**  
**Sarah Rumph, General Counsel**

Highlighted cases from this month:

- Dorrie Thomas v. FPC – the 1st DCA remanded the case back to the Commission for further information. The Commission failed to identify the record support for the continued 947.18 suspension. Under Alday it is important for the Commission to identify both the reasons and the record support for the continued suspension.
- White v. FPC – this case reviewed several arguments that the conditional releasee raised challenging both FPC CRS actions and his placement in the civil commitment facility. The court rejected his arguments that the curfew condition was unlawful, that his revocation based on a violation of the curfew condition was not based on competent & substantial evidence, and that he was entitled to credit for time spent in the civil commitment facility. For those challenges to the actual placement in that facility, the court denied it since the Commission is not a proper party for those challenges.
- Patterson v. FPC – This court case was a dispute to the establishment of the PPRD. The court denied the allegations that the aggravations assessed were in violation of the law. The court also held that the Commission was not required to provide the PSI even if used as the basis for the aggravations.

**Office of Legislative Affairs**  
**Kevin Reilly, Director**

**COMMISSIONERS’ CONFIRMATION**

- Kevin Reilly, Legislative Affairs Director, prepared Commissioners Coonrod and Cohen to be confirmed by the Senate Criminal Justice Committee Monday, March 4. Both commissioners met with various members of the Florida Senate in preparation for their confirmations.

**JUVENILE SENTENCING**

- The Legislative Affairs Director met with a series of stakeholders regarding juvenile sentencing. Several bills have been filed in relation to the Graham and Miller cases. The Commission is working with the interested parties to offer the services and expertise of the Commission.

**BILLS FILED AND REFERRED**

- The Commission has two priority bills that were filed and referenced this month. Below is a list of bill numbers and committees of reference.

<b>Bill</b>	<b>Committees of Reference</b>	<b>Sponsor</b>
SB 540-Mandatory Supervision	<u>S Criminal Justice</u> <u>S Judiciary</u> <u>S Appropriations Subcommittee on Criminal and Civil Justice</u> <u>S Appropriations</u>	Dean
HB 829-Mandatory Supervision	<u>H Criminal Justice Subcommittee</u> <u>H Justice Appropriations Subcommittee</u> <u>H Judiciary Committee</u>	Passidomo
SB 742-Parole Interview Date	<u>S Criminal Justice</u> <u>S Judiciary</u> <u>S Appropriations Subcommittee on Criminal and Civil Justice</u> <u>S Appropriations</u>	Evers
HB 685- Parole Interview Date	<u>H Criminal Justice Subcommittee</u> <u>H Justice Appropriations Subcommittee</u> <u>H Judiciary Committee</u>	McBurney