



FLORIDA PAROLE COMMISSION

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Commissioner/Vice-Chair

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Commissioner/Secretary

FLORIDA PAROLE COMMISSION Monthly Accomplishments' Report

May 2013
~CHAIR'S MESSAGE~
Tena M. Pate

The month of May was very productive for the Commission with improvements to inner-office functions, professional development training and various senior leadership conference opportunities. Julie McCall, Executive Clemency Coordinator kicked off the month with an informative training on multi-generational differences in the workplace. This training was an opportunity to allow discussion between senior leadership and staff regarding the generational diversity within our own agency and learning how to embrace the many opportunities these differences afford a workplace environment.

As the month progressed, Commissioners Cohen, Coonrod and I participated in a variety of criminal justice conferences. Our first stop was the Association of Paroling Authorities International Chairs' Meeting and Annual Training Conference in Providence, Rhode Island. The overall goal of this conference was to educate paroling/releasing authorities about research, current topics and practical information to improve professional skills. Next, I, and members of our team, had the pleasure to present at the 28th Annual Preventing Crime in the Black Community Conference sponsored by Attorney General Pam Bondi. The purpose of the conference is to foster communication and action among practitioners through the sharing of innovative ideas and prevention strategies that have been successful in the black community. My final stop was Orlando, where members participated in the 21st Annual Sterling Conference. This was an outstanding professional development experience that brought together more than 700 professionals to benchmark the best practices of companies from across the nation to achieve performance excellence.

The closing of the Legislative Session this month also brought good outcomes for the Commission, which is addressed in greater detail later in this report. In summary, we are pleased to report that both Commissioner Cohen and Commissioner Coonrod were confirmed by the Florida Senate and that our extended interview bill passed the Florida Legislature. We are also pleased that the Commission received additional funding to do its work for the citizens of this state.

Towards the end of the month, the Commission also celebrated Public Service Recognition Week (PSRW). The theme for PSRW 2013 is "Why I Serve." As Chair of such a dynamic agency, my commitment to the state started many years ago. I continue to serve because I want to ensure public safety for all of our citizens and to afford those who are deserving of second chances that opportunity. Commissioners Cohen, Coonrod and I appreciate the continued dedication our staff exudes each day to ensure public safety to the citizens of Florida.

COMMISSION SECTION ACCOMPLISHMENTS

Operations Shana Lasseter, Director

- **May 6:** Performance Evaluation Train-the-Trainer – Operations staff participated in a workshop for training managers and employees on the use of the new performance evaluation process in People First. The workshop also provided valuable information regarding how to use the People First system in managing employee training.
- **May 7:** Warrants Committee – The committee met on May 7th to discuss the status of the new program being created to craft Commission arrest warrants. The application currently in use is not compatible with Windows 2007, and is prohibiting necessary computer upgrades in the revocation unit. Additionally, the current application is antiquated. Great strides have been made with the new system, which will provide for greater public safety as well as operational efficiency.
- **May 9:** Managing Employee Performance Training – This training focused on providing a standardized performance management system that provides management tools to senior managers. It also provides the state workforce with consistency, accountability, and a structured module for keeping and tracking employee performance evaluations, throughout their State of Florida employment.
- **May 13:** HART Graduation – The HART program at Wakulla C.I. is a wonderful partnership between DC and the Tallahassee-Leon Community Animal Shelter which benefits both inmates and dogs up for adoption. DC's website further describes the program as follows: This first-of-its-kind dog training program at Wakulla CI is called Heartworm Assistance Rehabilitation Training (HART), and its purpose is to provide a place for heartworm positive dogs to complete their recovery following the heartworm shot regiment, which is administered offsite. The dogs are taken through bonding and stationary obedience exercises during the recovery period, which is a few weeks after they get to Wakulla CI. After the recovery period, the dogs transition to moderate obedience training, and then to full active obedience classes and socialization exercises. At the conclusion, the dogs are heartworm free, healthy, well-trained and available for adoption through the Tallahassee-Leon Community Animal Service Center.
Many Commission staff members have been exposed to this outstanding program during tours of the institution, and have been touched by its positive effects on all those involved. HART celebrated its 10th graduating class of dogs and 3rd year anniversary on May 13th, and Commission staff was invited by Warden Jimmy Coker to attend the event. As expected, it was quite a moving affair and another great opportunity for bonding with our sister agency, DC.
- **May 16:** Objective Parole Guidelines Committee – Chair Pate and this newly formed committee, made up of Commissioners, senior leaders, managers and staff, will come together to review and make suggested revisions, to the Commission's Objective Parole Guidelines. Additionally, the Committee hopes to obtain input from the FSU School of Criminology & Criminal Justice as well as assistance from the National Institute of Corrections with this very important venture. The kick-off meeting will be held Thursday, June 13th, 10:30 a.m. – 11:30 a.m.
- **May 28 –June 1:** The Florida Sterling Counsel Conference 2013 – FPC leadership team members were fortunate to participate in this annual training conference that provides the opportunity to learn the best practices in benchmarking and achieving performance excellence from leaders across multiple industries. The training also focused on discussions of different management systems that focus on overcoming challenges, achieving desired results, and cost saving measures.

Office of the Commission Clerk

Cases Docketed:

Parole	108
Conditional Medical	3
Conditional Release	364
Addiction Recovery	58
TOTAL	533

Month	Paroles		Conditional Medical Release	
	Granted	Denied	Granted	Denied
May	1	1	1	1

Imaging

- May 2013 totals for Imaging Inmate Records (IRIS):

Completed Documents	2,500
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Revocations

STATISTICS:

Warrants Issued	171
Cases Reviewed and Prepared for Docket	96

TRAINING:

- Revocation Specialist Billie Zetrouer attended The HART (Heartworm Assistance Rehabilitation Training) program at Wakulla C.I. The HART program is a partnership between the Department of Corrections and the Tallahassee-Leon Community Animal Shelter which benefits both inmates and dogs up for adoption. The purpose of the program is to provide a place for heartworm positive dogs to complete their recovery following the heartworm shot regiment and allows them to be adopted.
- Supervisor Kim Dickey represented the Commission at the Attorney General Pam Bondi’s 28th National Conference of Preventing Crime in the Black Community, in Orlando, Florida. The Commission was a co-sponsor of the conference, where Chair Pate presented opening remarks at the Opening Plenary Session. Chair Pate, Daphne Asbell and Steve Hebert were presenters at a workshop, **“The Role of the Florida Parole Commission for Ensuring Public Safety and Providing Victim Assistance through the Post Prison Release Process”**. Regional Administrator Kevin Tiller and Parole Examiner, Region 3, manned the Commission’s resource booth.

Victims’ Services

	May 2013
Victims’ requests for information on parole, conditional release, and conditional medical cases	249
Victims Located	37
Status updates to victims on parole, conditional medical and clemency cases	519
Assisted victims who attended parole or clemency hearings	28

Field Services

Field Services' Statewide Activity Totals

Monthly Interviews and Hearings Conducted:	May 2013
Parole Interviews	115
Revocation Interviews	268
Revocation Hearings	82
Total Interviews and Hearings for the Month	465

REGION I:

- COURTESY INTERSTATE COMPACT TASKS:
 - Region I performed no notices and no hearings.
- PENDING CLEMENCY CASES:
 - With a hearing: 717
 - Without a hearing: 136
 - Total Cases: 853
- TRAINING:
 - On 5/13/13 Examiner Gallogly and RA Hamilton attended the HART program at Wakulla CI.
 - On 5/17/13 Legal visited the Quincy Office to discuss Initial Notices.
 - On 5/22/13 Examiner Gallogly and RA Hamilton attended a Re-Entry Seminar at Wakulla Annex.
 - Megan Higgins attended a subsequent and an effective interview at Wakulla CI on 05/22/13, with examiner Gallogly.
 - Mary Lynne Petroski attended an initial interview at Calhoun CI on 05/23/13, with examiner Gallogly.
- MISCELLANEOUS:
 - Examiner Braxton completed his CJIS recertification on 05/21/13.

REGION II:

- COURTESY INTERSTATE COMPACT TASKS:
 - Region II received one (1) request for a Courtesy Preliminary Hearing from Interstate Compact.
- PENDING CLEMENCY CASES:
 - With a hearing: 985
 - Without a hearing: 62
 - Total Cases: 1147
- TRAINING:
 - Parole Examiner Kara McGraw completed her Re-certification test for FCIC/NCIC on 5/29/2013.
- COMMUNITY SERVICE:
 - Examiner Cliff Rowan is a volunteer through the Florida Gaurdian Ad Litem program in Columbia County.
 - Examiner Gary Fox is a volunteer and coach with the Special Population Activities Recreation Council (SPARC) in Volusia County.

REGION III:

- COURTESY INTERSTATE COMPACT TASKS:
 - Region III received two requests for probable cause hearings.
- PENDING CLEMENCY CASES:
 - With a hearing: 1141
 - Without a hearing: 160
 - Total Cases: 1301

- TRAINING:
 - Kevin Tiller and Muriel Emerson attended the Preventing Crime in the Black Community Conference in Orlando on 5/30/13 & 5/31/13.

REGION IV:

- COURTESY INTERSTATE COMPACT TASKS:
 - 5- Notice of Hearings
 - 0 - Preliminary Hearings
- PENDING CLEMENCY CASES:
 - With a hearing: 2566
 - Without a hearing: 292
 - Total Cases: 2858
- TRAINING:
 - Richard Konior completed CJIS FDLE Recertification on April 23, 2013.
- MISCELLANEOUS:
 - Parole Examiner Richard Konior participated on behalf of the Parole Commission in the South Florida Reception Center, South Unit, Re-entry Program on May 22, 2013.
 - Jayne Hayden, Parole Examiner Supervisor, attended the Partner Coordination Planning Meeting on April 25, 2013, presented by the Opportunity Industrialization Center (OIC) of South Florida, Reintegration of Ex-Offenders Program.

REGION V:

- COURTESY INTERSTATE COMPACT TASKS:
 - Received 13 requests for Probable Cause Hearings.
- PENDING CLEMENCY CASES:
 - With a Hearing: 1272
 - Without a Hearing: 290
 - Total Cases: 1562
- PERSONNEL ACTION:
 - Staff continues to work on the RCR OPS Project.
- TRAINING:
 - Scott Harris attended the TAC training class receiving a certificate and is Tampa's primary TAC.
 - Melinda Strickland and Mary Williams re-certified in FCIC/NCIC.
 - Patti Razor attended FCIC/NCIC certification class and was certified as a user.
- COMMUNITY SERVICE:
 - Kip Astrom attended the Pinellas County Re-Entry Meeting.
 - Cathy Aylstock attended the monthly FCCD Meeting.
 - Levar Allen attended the Polk Public Safety Council Meeting.
 - Jessica Ghent attended the Hillsborough Public Safety Council Meeting.
 - Cathy Aylstock was recognized by the Governor's Office for participating in the "World Book Night" U.S. Project.
 - Helen Williams-Lester, Cathy Aylstock, and Lori VanCamp volunteered at the MADD Florida Law Enforcement Symposium.
 - Patti Razor participated in the St. Petersburg Relay for Life for cancer.

Administration
Gina Giacomo, Director

The Division of Administration's primary accomplishments in the month of May 2013 included the efforts to accomplish the goals of the utilization for the Statewide Enterprise Efficiency Initiatives Procurement Transformation Project. The MFMP Agency Utilization report has five areas that each state agency receives a score. The lowest score is red; to yellow and highest is green. We are green in four areas.

We achieved 100% prompt payment on invoices. No paper warrants were issued during the month. We prepared for and attended the entrance conference for the Risk Management audit. The six month follow up report was drafted to the Attorney General, audit findings. We coordinated revisions to the Commission's Service Agreement. We prepared monthly budget documents, conducted research, coordinated Floor Warden training, participated in the Commission Management System work group, Commission's Safety Committee and the Communications work group weekly meetings, and submitted requests for many updates to FPC websites.

For the past 20 years Human Resource has kept the hard copy of the records in the file cabinets and in boxes. Human Resource has started a project to have all 20 years of hard copies scanned for electronic storage. As of May 1, 2013, 20% of the total project has been scanned. This includes termed personnel files from 1993, 1996, 1998, 1999 and 2000.

Division employees attended trainings on the following topics, (1) FASAAD Administration, (2) Purchasing, (7) Human Resource, (1) P-card Administration. Employees also attended the DMS train the trainer workshop for the new performance evaluation system, multi generational training, and Floor Warden training.

Office of Clemency Investigations
Steve Hebert, Director

Pending Clemency Cases June 1, 2013

Types of Clemency Cases	May 2013
RCR Cases	13,900
Without a Hearing Cases (2,054)	
With a Hearing Cases (11,846)	
Non-RCR Cases*	8,177
Total Pending Clemency Cases	22,077

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

Highlights / Accomplishments for the month of May 2013 for the Office of Clemency Investigations include:

- On May 9, 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 May 16, 2013, the clemency database workgroup comprised of members from the Office of Clemency Investigations, the Office of Executive Clemency, and Tony Sullivan, Department of Corrections OIT, met and discussed strategies and plans to work toward creating a clemency file management system which will include scanned documents.
- On May 30, 2013, the Director of Clemency Investigations, along with Daphne Asbell, Victims Services Coordinator, and Chair Pate, co-presented a workshop on the role of the Florida Parole Commission in ensuring public safety, along with the clemency process in Florida at the Attorney General's 28th National Conference on Preventing Crime in the Black Community in Orlando, Florida.
- On May 1, 2013, the Office of Clemency Investigations welcomed Nic Rogers as he joined the office in a part-time OPS position to provide assistance and support to examiners conducting eligibility investigations on Restoration of Civil Rights cases.
- On May 3, 2013, the Office of Clemency Investigations welcomed Caroline Goodner as she was hired as a full-time OPS Parole Examiner to conduct eligibility investigations on Restoration of Civil Rights cases.

- Conducted capital punishment clemency investigations for death row inmates.
- 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.
- Conducted Request for Review investigations for commutation of sentence applications.

Office of Communications
Jane Tillman, Director

- Coordinated and responded to various public records and media requests.
- Provided updated clemency data to the media.
- Drafted and distributed Tampa, Florida vote invites to Bay Area chief of police, state attorney, public defenders and legislative representative offices.
- Created social media handouts for the FPC Facebook page.
- Drafted Talking points for Chair Pate to present at the 28th Annual Preventing Crime in the Black Community Conference.
- Redesigned the Commission’s handout folders.
- Secured an interview with the Charlotte Sun for Commissioner Coonrod’s featured story “Twist in Career Path Puts Her on State Parole Board.”

Executive Clemency
Julia McCall, Clemency Coordinator

- On January 28th, this office added five Central Office OPS staff members familiar with the clemency function to assist in processing Without A Hearing applications for clemency. As of May 24th, 2,944 applications have been processed by staff assigned in this 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.
- On April 23rd, existing OEC staff, along with the additional Central Office OPS staff members, commenced working on With A Hearing applications. As of May 24th, 1,454 applications have been processed. The eligibility was determined and the applicants advised of the results and which steps to take next. We continue to also process applications for all other forms of clemency simultaneously.
- In April, the Coordinator of Executive Clemency presented a Lunch and Learn Session to the Leadership Team entitled “Working in a Multi-Generational Workplace.” The information was very well received and a lively discussion followed.
- In May, this same presentation was offered to Commission staff with over 30 volunteer attendees. This is another win-win opportunity for both leadership and staff to get on the “same page” regarding the generational diversity within our own agency. It can only help us understand why we do the things we do and open our eyes to others who see the world differently. With both groups aware of this information, the word that comes to mind immediately is “efficiency.” These same ideas about generational differences are relevant outside of the workplace with everyone we come in contact with.

Legal Office
Sarah Rumph, General Counsel

The legal office is pleased to welcome two interns. James Baumann and Jaycee Peralta are both law students at FSU and will be working diligently over the summer trying to learn the practice of law and about the Parole Commission.

There were 2 recent orders received from the courts since the last summary which provide great information:

- Wilson v. Tucker, FPC – The releasee herein challenged the revocation of his conditional release stating that it was not willful and substantial and that the Commission abused its discretion by imposing community

control as a condition. The court rejected both arguments finding that the revocation was supported by the releasee's admissions and that the condition of community control was within the Commission's discretion based on the releasee's history.

- Henderson v. FPC & DOC – This is another case with Gregory O'Neil Henderson. The releasee originally filed a petition challenging the revocation of his conditional release, which the court upheld. The court then allowed the releasee to amend his petition to add DOC and challenge the calculation of his jail and prison time. The detailed explanation thereafter delves into the multiple calculations completed by DOC and ultimately concludes that the releasee is not entitled to any more credit.

This month members of the office had the opportunity to attend the HART graduation, continuing education courses, a couple of capital case telephonic hearings, and the chance to visit Region I for general case discussion.

Office of Legislative Affairs
Kevin Reilly, Director

BUDGET

The Legislature passed the final state budget and sent it to the Governor for approval. None of the Commissions projects were cut with budget Vetoes. The Commission's approved budget contains 122 FTEs and a total appropriation of \$8,343,176. This appropriation contains our entire base budget from 2012-2013 with several additional funding lines:

- \$38,500 for rent for our Tampa office
- \$15,000 to fund three Commission hearings outside of Tallahassee
- \$25,000 to fund additional clemency work

LEGISLATIVE PRIORITIES UPDATE

HB 685, Relating to Extended Interviews for Certain Parole Eligible Inmates was passed by the Florida Legislature and sent to the Governor for approval. HB 685 passed the House unanimously and by a 34-1 vote in the Senate.