



# FLORIDA PAROLE COMMISSION

4070 Esplanade Way, Tallahassee, Florida 32399-2450

TENA M. PATE  
*Commissioner/Chair*

BERNARD R. COHEN, SR.  
*Commissioner/Vice-Chair*

MELINDA N. COONROD  
*Commissioner/Secretary*

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## FLORIDA PAROLE COMMISSION Monthly Accomplishments Report October 2013

### ~CHAIR'S MESSAGE~

**Tena M. Pate**

The Commission welcomed the month of October with a parole hearing in Okaloosa County hosted by Sheriff Ashley and the Okaloosa County Sheriff's Office. In compliance with Florida law, the Commission holds hearings around the state approximately three times a year to allow victims and other interested parties to attend without traveling to Tallahassee. Sheriff Ashley and his entire staff generously welcomed us and provided us with limitless assistance both prior to and during the visit. We are grateful to them and our Region I team for the countless hours of advance work conducted in preparation for the hearing.

October also brought the opportunity to engage members of the legislature in the pre-session Committee Week activities for the 2014 Florida Legislative Session. Legislative Affairs Director Kevin Reilly attended Committee Week meetings to update state lawmakers on the Commission and be a resource for any questions they may have regarding our agency. The Florida House and Senate have set their Committee Week schedule for the fall, scheduling nine meetings before session convenes in March.

The Commission was also involved in various important activities throughout the state. I have had the pleasure to travel to the Northwest Florida Reception Center (NWFRC) in Chipley twice recently, once in September as a speaker to the inmates on the topic of Restorative Justice and the impact their behavior has on their victims, community and state. I encouraged them to think of their behaviors from their victims' and community's perspective and to give serious thought as to how they plan to make amends in their community once released. The second time I traveled to NWFRC was in October and was to become more familiar with the institutional betterment programs available to inmates at this facility. I am most appreciative of the assistance provided by Warden William Churchwell and his entire team on both of my visits.

Commissioner Coonrod and I, along with the Commission's Director of Operations Shana Lasseter, visited the Reception and Medical Center (RMC) in Lake Butler, where we toured various medical facilities available to inmates in light of the Commission's responsibilities regarding Conditional Medical Release matters. The tour was guided by Regional Warden Brian Riedl, RMC Warden Steve Wellhausen and Assistant Secretary of Health Services Dr. Olugbenga Ogunsanwo. Commission Regional Administrator Mills Rowland also joined us on the tour of the facility. Victims' Services staff also joined forces with Attorney General Pam Bondi's victims' staff and presented statewide training to advocates and law enforcement staff on the Commission's victims' services in Bradenton, Florida.



From L to R: Major John Peacock, Commissioner Melinda N. Coonrod, Commissioner Bernard R. Cohen, Commissioner/Chair Tena M. Pate, and Sheriff Larry R. Ashley at the Okaloosa County Parole Hearing.


As the month closed, I traveled to Troy University and spoke to a criminology class. This opportunity allowed me to educate the students on the Florida Parole Commission's duties and functions, as well as answer questions they had on the criminal justice field in general, to include becoming victim advocates. Many of these students are looking for criminal justice and other related career opportunities in our state. This experience was particularly rewarding to me as I always welcome the opportunity to speak with students about Florida's system of justice and my professional experiences, as I believe it is important for those of us in leadership positions to serve as mentors for tomorrow's criminal justice professionals.

The Victims Committee of the Association of Paroling Authorities International, which I have the tremendous honor to serve as its Chair, hosted its first international training webinar on the Role of Victims Services in the Parole Process. I was extremely pleased to hear that the Florida Parole Commission's Mission Statement – "To ensure public safety and provide victim assistance through the post prison release process." was held as a model for other states and countries to adopt.

While the focus this month was about creating awareness and educating the public on our work at the Commission, we also looked internally. The Commission's General Counsel Sarah Rumph attended the Florida Ethics Conference and Attorney General's Sunshine Summit in Orlando. This two-day event featured educational program sessions on public meetings and records, conflicts of interest, financial disclosure, gift laws and more. Our employee enrichment training series continued with the launching of a three-session Financial Fitness Program Lunch and Learn to our central office employees through the First Florida Commerce Credit Union Community Outreach Initiative. In the coming months, employees will learn how to develop a workable spending and savings plan, identify spending leaks, set financial goals and more! We remain committed to identifying other training and educational opportunities for all of our staff.

Clearly, the Commission is about positively impacting lives – the lives of all of the citizens of this state, to include our victims and inmates and their families, as well as our very own employees, our most valued asset. I encourage you to continue reading our October report for other Commission activities.

Respectfully,

A handwritten signature in black ink, appearing to read "Tena M. Pate". The signature is written in a cursive, flowing style.

Tena M. Pate  
Chair

**COMMISSION SECTION ACCOMPLISHMENTS**

**Operations**

**Shana Lasseter, Director**

- **Okaloosa Vote** – Commission hearings were held in Okaloosa County on October 9, 2013. With the very capable assistance of the Commission’s Region I staff and the Okaloosa County Sheriff’s Office, the Commission meeting went off without a hitch. It was well attended and an overall success. After the meeting, in response to the Commission’s expressed gratitude, Undersheriff Donald Adams stated, “The Sheriff and I are extremely blessed to have a committed and capable staff that always welcomes new challenges and an opportunity to help a sister agency. Several members of our staff had an opportunity to watch some of the proceedings and all were intrigued and impressed with the process.”
- **RMC Tour** – By invitation from Department of Corrections Deputy Secretary Tim Cannon, Chair Pate, Commissioner Coonrod and several Commission staff members toured the Reception and Medical Center in Lake Butler, Florida, on Thursday, October 17, 2013. The tour was guided by Regional Warden Brian Riedl, RMC Warden Steve Wellhausen and Assistant Secretary of Health Services Dr. Olugbenga Ogunsanwo. The Commissioners were particularly interested in touring the medical “J” dorm at RMC as part of their visit as this is where many conditional medical release candidates are housed. The tour was informative and proved very valuable for the Commissioners and staff. The institution’s medical facilities and capabilities were most impressive and our hosts could not have been more hospitable.
- **Internal Audit** – In response to the unfortunate fraudulent releases from the Department of Corrections this month, the Commission’s Operations team reviewed addendum dockets from the past twelve months in order to identify discharges from supervision based on court orders or orders provided by Legal. None were identified. Additionally, all e-mails received from staff in Department of Corrections Sentence Structure / Admissions & Release were audited which revealed no notifications from staff at the Department of Corrections that a court order had been processed and required Commission action. From our research, we have concluded we have no issues to further address.
- **Objective Parole Guidelines Committee** – The established deadline for a final draft of recommendations to Chair Pate regarding the Objective Parole Guidelines is December 5, 2013, with a deadline for the entire project set at December 31, 2013. The committee is anxiously awaiting research results on salient factor scoring from FSU and will not meet again until preliminary reports are in. FSU’s self-imposed deadline on entering the large amount of data provided by the Commission is November 1, 2013, and the research team hopes to have preliminary findings on or before November 22<sup>nd</sup>.

**Office of the Commission Clerk**

**Cases Docketed:**

<b>Parole</b>	<b>154</b>
<b>Conditional Medical</b>	<b>0</b>
<b>Conditional Release</b>	<b>666</b>
<b>Addiction Recovery</b>	<b>145</b>
<b>TOTAL</b>	<b>965</b>

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

### Imaging

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

Completed Documents	4,763
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### Revocations

#### STATISTICS:

Warrants Issued	148
Cases Reviewed and Prepared for Docket	147

Include Parole, Conditional Medical Release, Conditional Release, Addiction Recovery Release and/or Control Release.

### Training

The Revocations Section received training on the new warrant application. All staff cross-trained in an effort to be able provide assistance when staff is out.

### Victims' Services

	<b>October 2013</b>
Victims' requests for information on parole, conditional release, and conditional medical cases	178
Victims Located	43
Status updates to victims on parole, conditional medical and clemency cases	584
Assisted victims who attended parole or clemency hearings	29

### Field Services

#### Field Services' Statewide Activity Totals

	<b>October 2013</b>
Monthly Interviews and Hearings Conducted:	
Parole Interviews	76
Revocation Interviews	232
Revocation Hearings	79
<b>Total Interviews and Hearings for the Month</b>	<b>387</b>

#### **REGION I:**

- COURTESY INTERSTATE COMPACT TASKS:
  - Region I performed one notice and no hearings.
- PENDING CLEMENCY CASES:
  - With a hearing: 681
  - Without a hearing: 140
  - Total Cases: 821
- TRAINING:
  - On 9/27/13 Examiner Gallogly participated in a Re-Entry Seminar at Quincy Annex.
- MISCELLANEOUS:
  - On 9/25/13 Examiner Braxton attended the Graceville Correctional Community Event.
  - On 10/9/13 Regional Administrator Hamilton, Examiner Gallogly and Examiner Sloan attended the out of town vote at the Okaloosa County Sheriff's Office in Shalimar. A special thank you goes out to Sheriff Ashley and his staff for helping make the out of town vote a success.

#### **REGION II:**

- COURTESY INTERSTATE COMPACT TASKS:
  - Region 2 had five (5) requests to conduct Courtesy Preliminary Hearings.
- PENDING CLEMENCY CASES:

- With a hearing: 919
- Without a hearing: 159
- Total Cases: 1,078
- **TRAINING:**
  - On 10/17/13, Chair Tena Pate, Commissioner Melinda Coonrod Direct of Operations Shana Lasseter, Capital Punishment Specialist Michelle Whitworth and Regional Administrator Mills Rowland toured the Reception and Medical Center in Lake Butler, FL with Department of Corrections representatives. Some of those representing the Department of Corrections were Deputy Secretary Timothy Cannon, Regional Warden Brian Riedi and Warden Steve Wellhausen.
  - On 10/29/13 all of Region II attended the APAI Improving the Parole Process for Crime Victims and Survivors Webinar presented by Anne Seymour, national crime victim advocate and expert on crime victims' services.
- **COMMUNITY SERVICE:**
  - Examiner Cliff Rowan is a volunteer through the Florida Guardian 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.
  - Regional Administrator Mills Rowland is a Supervision Group Leader for the Stephen Ministry through the Beach United Methodist Church and the Church of Eleven22.

**REGION III:**

- **COURTESY INTERSTATE COMPACT TASKS:**
  - Region III received 3 requests for probable cause hearings.
- **PENDING CLEMENCY CASES:**
  - With a hearing: 1086
  - Without a hearing: 138
  - Total Cases: 1224
- **TRAINING:**
  - Kevin Tiller participated in the APAI webinar; Improving the Parole Process for Crime Victims and Survivors on Oct. 29, 2013.
- **MISCELLANEOUS:**
  - The Region Office projected move in date with Melbourne P&P was moved from March to October 2014 due to the rejection of bids, DC plans to re-bid the lease.

**REGION IV:**

- **COURTESY INTERSTATE COMPACT TASKS:**
  - 2 - Notice of Hearing/Postponements
- **PENDING CLEMENCY CASES:**
  - With a hearing: 2,418
  - Without a hearing: 340
  - Total Cases: 2,758
- **TRAINING:**
  - Johnshay Footman received CJIS Recertification October 3, 2013
  - Cavell Mason received CJIS Certification October 3, 2013
  - Parole Examiner Supervisors Ayesha Carson and Jayne Hayden attended the "Leaders Without Titles" training October 1, 2013 at Broward College Institute of Public Safety.
- **MISCELLANEOUS:**
  - Congratulations to Jayne Hayden her son and his wife gave her a brand new "Bundle of Joy" grandson, Nathanael Chris O'Berry, born September 30, 2013.
  - Congratulations to Parole Examiner Vana Cripps she received her Master degree in October in Forensic Accounting from Kaplan University.

**REGION V:**

- **COURTESY INTERSTATE COMPACT TASKS:**
  - requests for hearings received - 10
- **PENDING CLEMENCY CASES:**
  - With a Hearing: 254
  - Without a Hearing: 1,196

- Total Cases: 1,450
- **PERSONNEL ACTION:**
  - Region V is pleased to welcome Arcadia OPS Examiner, Shellie Harden. Shellie started with the Commission on 10/01/13.
- **TRAINING:**
  - Cathy Aylstock and Helen Williams Lester participated in the APAI webinar on “Improving the Parole Process for Crime Victims and Services” on 10/29/13.
- **COMMUNITY SERVICE:**
  - Patti Harris delivered donated food to the Daystar Life Center Pantry for indigent families in St. Petersburg. Tampa staff donated \$75.00 worth of food.
  - Jerry Harris and Kip Astrom ran in the Annual Tampa Police Department Memorial Run on 10/16/13.
  - Unwrapped toys were donated in October by Region V staff for the FCCD State Board Christmas Holiday Toys for Tots Drive.
  - The Pinellas Ex-offender Re-entry Coalition, Annual Showcase of Services, was on 10/25/13, in St. Petersburg. Several Tampa staff attended providing RCR information, support and assistance to the ex-offenders and the public.
  - Region V staff wore purple and pink colors to their October staff meeting in honor of Domestic Violence Awareness Month and in recognition of Breast Cancer Awareness.

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

The Division of Administration’s primary accomplishments in the month of October 2013 included: Submitted the Commissions Legislative Budget Request, Achieved 100% prompt payment on invoices. Created informational binders for the House Justice Appropriations staff, Completed the quarterly FPC safety inspection. Provided employees information on safety issues, Assisted employees during the Open Enrollment period and OPS staff in understanding the OPS insurance process. Provided follow up corrective actions on the FCIC/NCIC Technical Audit, Met with DOC and revised mail delivery procedures, Executed an Interagency Agreement between DOC and FPC for NCIC/FCIC terminal use, Submitted the Statewide Financial Statement Compliance Checklist and the Business Participation Plan, Completed DMS purchasing and Form 1099 survey, Responded to the Contract Savings Initiative, Word2007 installed on all computers, submitted request for many updates to FPC websites, Workers’ compensation box was created on the intranet to make the information pertaining to reporting a work related injury or illness and workers’ compensation more user friendly, worked with DC OIT Security on the reprogramming of the SAR system to include Commissions selections and locations and working with DOC IT to revise Commission website; Coordinated the monthly Employee Enrichment Series of Financial Fitness, Met with Department of Transportation training unit on Conflict Resolution training, Assisted Cocoa region office in moving; Arranged for dFacts service to be set up for new user, added LexisNexis service for Clemency Investigation, had workstations installed in the Broward office. Division employees attended trainings on the following topics, (1) FASAAD Administration, (9) Purchasing, (2) Human Resource, (3) FACTS Grant workshop, FACTS reduction meeting, and FACTS roundtable, (4) CMS meetings, (1) P-card training, (9) SMART Expectations, (2) Quarterly FPC Safety Meeting, (1) Quarterly Training Mangers' Meetings,(1) Attended webinar meetings held by the EOC regarding Tropical Storm Karen, (1) Lease Liaison meeting, (2) Open enrollment meeting, (2) FPC Newsletter meeting,(1) security Training, (1) EOC Webinar, and (2) Safety Committee meeting.

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

**Pending Clemency Cases November 1, 2013**

<b>Types of Clemency Cases</b>	<b>October 2013</b>
RCR Cases	12,807
Without a Hearing Cases (1,539)	
With a Hearing Cases (11,268)	
Non-RCR Cases*	7,932

\* 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 October 2013 for the Office of Clemency Investigations include:**

- On October 1, 2013, Parole Examiner Brandy Fortune-Berman gained access to the dFACTS (Distributed Factual Analysis Criminal Threat Solution) system from FDLE after the Commission obtained another license. This program compiles information from multiple data sources to aid in investigations. We anticipate this to be a wonderful tool for the Clemency Investigations Unit and field offices in conducting our in-depth investigations and providing comprehensive case analyses to the Governor and Cabinet.
- On October 10, 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 October 24, 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 to discuss strategies and plans to work toward creating a clemency file management system which will include scanned documents. This is a long term goal as other IT issues are a priority at this time.
- On October 30, 2013, Parole Examiner Brandy Fortune-Berman joined Commission Clerk Supervisor Kristin Lambert to represent the Commission at Florida State University's College of Criminology and Criminal Justice fall internship fair in Tallahassee, Florida. They had an information table with Commission pamphlets, flyers, and brochures, and answered questions regarding internship opportunities with the Commission and educated students to the functions of the Commission.
- Conducted capital punishment clemency investigations and coordinated interviews for death row inmates.
- Conducted quality assurance reviews of all clemency investigations completed by regional field offices.
- Reviewed Restoration of Civil Rights cases for eligibility prior to sending them out to field offices for in-depth field investigations to be conducted, and conducted Request for Review investigations for commutation of sentence applications.

**Office of Communications**  
**Molly Koon Kellogg, Director**

- Began pre-production of the Victims' Services informational video.
- Presented the agency's Legislative Budget Request at OPB press event.
- Finalized the Commission's Public Records Request Policy which will take effect November 15.
- Traveled to Okaloosa County for a Parole Hearing and responded to local media inquiries.
- Continued progress on the Commission's new website.
- Finalized Commission Overview Power Point presentation to be used by any staff member presenting on commission's behalf.
- Drafted various employee informational messages regarding upcoming events and acknowledgements.
- Coordinated and responded to various public records and media requests.

**Executive Clemency**  
**Julia McCall, Clemency Coordinator**

The Office of Executive Clemency has eliminated any pending applications for Restoration of Civil Rights that had not been processed through the first step, which is determining basic eligibility. We are now able to advise new applicants within a very short time period of time regarding their basic eligibility for clemency and any options to our analysis. We continue to pursue processing the Pardon and Firearm applications for basic eligibility with a major goal to eliminate those pending applications, so they, too, may move to the investigative stage.

At this time, we are also assisting the Office of Clemency Investigations with an audit of all pending cases in their office regarding continued eligibility. Cases found to be ineligible are closed and the applicants are notified by the Regional Field Examiners. This allows eligible cases to move forward more readily.

Note: It is important to understand that clemency is a two-part process. Getting through phase one is a positive step, but only part of the entire process.

## **WEBPAGE STATISTICS**

- The Florida Parole Commission has received 1,231,307 hits with 929,272 searches for Restoration of Civil Rights (RCR) grants.
- 99,296 names were located and 62,820 certificates have been printed.
- Currently there are 375,344 RCR certificates available for printing through the [www.FLrestoremyrights.com](http://www.FLrestoremyrights.com) website.

### **Legal Office**

**Sarah Rumph, General Counsel**

The current Legal Team has successfully prevailed on litigation now for a combined 35 years, defending the Commission's actions in 1000's of cases.

Some examples of the result of our hard work from the past month are:

1. Clifton v. FPC & DOC: this was a habeas petition challenging revocation of conditional release. The Court upheld the imposition of conditional release on the releasee as a habitual offender, and it also upheld the revocation based on the new law and curfew violations – even though releasee was found not guilty of one of the new law violations and the rest were pending appellate review.
2. Pentecost v. FPC: this petition challenged an initial PPRD. The plaintiff in this case challenged the salient factor scores and the aggravators as they were assessed by the parole examiner, not necessarily as they were finally assessed by the Commission. The Court clarified that the PPRD is what is set by the Commission and the parole examiner's decisions were recommendations. The Court then upheld the PPRD.
3. Baggett v. FPC: This action sought to have a declaration from the Court that a Commission statute and the corresponding rules were a violation of the law. The Court dismissed these arguments stating that these issues have already been reviewed by the courts as not a violation of the law, so there is no need for a declaration by the present Court.
4. Joyner v. FPC: This conditional releasee argued that the Commission should not have revoked his supervision in 2005 because of his mental health issues. The Court noted that the new medical records supporting his argument do not allow new review of these issues since they have already been raised, considered and rejected by a prior decision of the Court.

### **Office of Legislative Affairs**

**Kevin Reilly, Director**

- Participated in the October 2013-2014 Committee Week.
- Met with Tony Lloyd, Justice Appropriations Subcommittee Budget Chief regarding the agency's proposed budget.
- Met with various legislators and staff to discuss proposed Commission legislation.
- Conducted ongoing legislative constituent relations regarding various Commission functions.