



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – July 2015*

## Chair's Message

*Tena M. Pate*

The beginning of July marked the successful completion of the Commission's year-long agency name transition from the Florida Parole Commission to the Florida Commission on Offender Review. With our new name and refreshed branding, the Commission remains a stalwart criminal justice partner committed to its mission – to ensure public safety and provide victim assistance through the post prison release processes.

After much anticipation, the new online FCOR Team Member Directory was unveiled this month with features including customizable staff contact lists, interactive office maps and photos of each Commission team member. The new directory is a valuable addition to our staff resources and will ensure that we are able to locate and recognize one another with ease, regardless of whether we work in Central Office or in a Regional Office around the state.

With the 2016 Florida legislative session beginning two months earlier than usual next year, the Leadership team met mid-month to begin planning the Commission's 2016-17 budget request and our agency's legislative proposals for the upcoming year. Legislative committees are scheduled to begin meeting in mid-September and the first day of session is calendared for January 12, 2016.

Team members from the Office of Executive Clemency, Victims' Services, Communications and Research joined forces this month to produce an article for an upcoming Association of Paroling Authorities International's (APAI) monthly newsletter focused on the important role crime victims have in the clemency process. Gathering data from states across the nation, the group captured a snapshot view of the level of information and input crime victims are afforded in each state when an offender applies for clemency. The findings revealed that Florida, along with 29 other states, offers significant services to victims throughout the clemency process. Many of the remaining states are currently reviewing and revising their policies and will hopefully progress to the same high level of service in the coming years.

Lastly, seven months ago a dedicated group of Commission team members embarked on a journey to study John Maxwell's 360° Leadership training program. Meeting twice a month, this group of burgeoning leaders also took on the additional challenge of creating a vision statement for the Commission. They were tasked with creating one clear unifying message that would empower each and every one of us to do our best while carrying out our daily roles and responsibilities at the Commission. Therefore, with the valuable input of the 360° Leadership class, I am proud to present the Florida Commission on Offender Review's vision statement.

**FCOR VISION STATEMENT: The Florida Commission on Offender Review demonstrates excellence and strives to protect Florida's residents and visitors, by holding offenders accountable for their behavior and providing strategic opportunities for their successful re-entry, thus reducing victimization.**

I encourage you to familiarize yourself with our vision statement and hope you recognize that your individual contributions are what have led us to succeed collectively. Please continue reading this month's report to learn more about the advancements made by our agency during the month of July.

Respectfully,

Tena M. Pate, Chair

## Division of Operations

*The Division of Operations is comprised of four sections: Revocations; Victims' Services; Office of the Commission Clerk; and Field Services. Twelve field offices are divided into five regional areas across the state. Operations is responsible for multiple, diverse functions relating to the administration of post-prison supervisory release programs. These supervised release programs include parole, conditional release, conditional medical release, addiction recovery, and control release supervision. The Division, through its Field Services' staff, conducts administrative hearings for violations of supervision, as well as clemency investigations for the Board of Executive Clemency.*

During July, the Conditional Release Supervision/DOC Workgroup met with Commissioners Coonrod and Davison to discuss their ideas about the Gadsden Re-Entry project. Both Commissioners had valuable input and suggestions for improving our process, and I look forward to incorporating them in our project.

We had our monthly Operations conference call on July 16, during which Chris Lane, from the Department of Corrections' Interstate Compact Office, discussed ongoing issues faced by FCOR field offices with having Courtesy Probable Cause Hearings processed properly. The concerns were about supervising officers not providing VOPs which properly identify the specific conditions violated, not providing details of the violation and not providing all necessary documents in a timely manner. Mr. Lane acknowledged our concerns and indicated he is in the process of developing training for P&P supervisors charged with approving VOPs sent to other states.

On July 28, Operations staff met with Chair Pate and the senior leadership team to formulate legislative proposals for the upcoming Legislative Session, which begins in January instead of March this year.

We anticipate the final report from the auditors in the very near future. During the audit process some issues were brought to our attention regarding deficiencies in supervision reviews and updating policies and procedures, among other areas. We have taken a proactive approach to these issues by creating a taskforce with DOC staff to ensure CDC coding and programming are accurately reflecting our data, and we will continue to work with them until these issues are resolved. We have also established a review and tracking mechanism for parolees to further ensure the integrity of our data.

Plans for the future include preparing for the Gulfport out-of-town vote, which may include juveniles attending the hearing, and ratcheting up our planning for 2016 APAI Annual Training Conference, which will be here before we know it.

### Accomplishments: July 2015

#### Office of the Commission Clerk

The number of cases docketed included: 809

- Parole – 98 (0 granted, 6 denied)
- Conditional Medical -7 (3 granted, 2 denied, 1 deceased prior to the vote, 1 removed from the docket)
- Conditional Release - 613
- Addiction Recovery Supervision - 91

#### Revocations

- Warrants Issued - 199
- Cases Reviewed and Prepared for Docket - 167\*

*\*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 - 263
- Victims located - 59
- Status updates to victims on parole, conditional medical and clemency cases – 331
- Assisted victims who attended parole or clemency hearings - 21

## Field Services

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

- Parole Interviews - 41
- Revocation Interviews - 261
- Revocation Hearings - 65
- Total Interviews and Hearings for the Month - 367

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	4	2	5	5
PENDING CLEMENCY CASES	With Hearing: 454 W/o a Hearing: 1 Total Cases: 455	With Hearing: 817 W/o a Hearing: 11 Total Cases: 828	With Hearing: 823 W/o a Hearing: 13 Total Cases: 836	With Hearing: 1,603 W/o a Hearing: 27 Total Cases: 1,630	With Hearing: 1,084 W/o a Hearing: 11 Total Cases: 1,095

## 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: July 2015

- FCOR achieved 100% prompt payment compliance.
- Submitted 15 requisitions, 19 purchases, 15 Security request, 2 revisions to the website, 216 invoices, 100 inner office requests, and 14 work orders and made 24 deliveries.
- All Financial Disclosure Reporting for FCOR completed by July 1.
- Training Questionnaire submitted to DMS.
- Savings Sharing Questionnaire submitted to DMS.
- Prepared Safety article for new letter and distributed Wellness information.
- Attended the 360 Training Classes.
- Made Risk Management Adjustment, Setup Certified Forwards and Allotted Appropriation in Flair by Org and Object.
- Responded to the Florida Grant Consortium Survey.
- CJIS certifications.

## 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: July 2015

- Legal has completed over 36 court actions (including responses, briefs and motions)!
- Orders from the month include:
  - **Garrett v. Commission:** this challenge was to the Commission's decision to not modify the IM's suspended PPRD. The IM argued that the Commission continued to improperly rely on the 947.18 order instead of focusing on later progress. The court held that the Commission continued suspension order clearly relied on the full record in its decision and that the Commission properly enunciated what it relied on as required.
  - **Sanders v. Commission:** This IM challenged the initial presumptive parole release date action completed by the Commission in 1979 and the subsequent actions including the most recent continued PPRD suspension order in 2013. The Court dismissed all of the challenges finding them all untimely and barred.

## 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: July 2015

- Gathered legislative suggestions from management and staff to use as prospective bills for the 2016 Session.
- Coordinated and moderated the FCOR Legislative Planning meeting on July 28th.
- Attended Executive Office of the Governor Legislative Affairs Director's Meetings.
- Conducted ongoing legislative constituent relations regarding various Commission functions.

## Office of Communications

*The Office of Communications is charged with overseeing the agency's communications and public information program.*

### Accomplishments: July 2015

- Published clemency specific media FAQ for FCOR website.
- Finalized FPC to FCOR name transition.
- Launched internal FCOR Team Member Directory.
- Prepared welcome letter and talking points for FCCD Annual Training Institute presentation.
- Finalized APAI newsletter article - The Important Role of a Crime Victim in the Clemency Process.
- Continued layout and design of FCOR Intranet site.
- Continued Historical Commissioner project planning.

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

### Accomplishments: July 2015

- The Office of Executive Clemency and the Clemency Investigations office, with the assistance of our DC IT staff, combined efficiency efforts and created a new telephone response process. All caller concerns will be handled by Office of Executive Clemency call takers initially with as much assistance being provided upfront during the initial contact. Calls for specific Clemency Investigations staff will be forwarded via email which provides that person adequate time to gather case information and respond appropriately.

#### **Webpage Statistics**

- <https://FCOR.state.fl.us> has received **4,995,578** hits with **1,114,650** searches for Restoration of Civil Rights (RCR) grants.
- **128,107** names were located and **77,912** certificates have been printed.
- Currently **376,598** RCR certificates are available for printing through the [www.FLrestoremyrights.com](http://www.FLrestoremyrights.com) website.

## 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: July 2015

- On July 1, 2015, the annual Restoration of Civil Rights' Recidivism Report was provided to the Clemency Board. The Office of Executive Clemency conducted criminal history reviews and worked with Clemency Investigations to develop information as required by the Rules of Executive Clemency.
- On July 9, 2015, the Director of Clemency Investigations provided training to the Regional Administrators and Supervisors during a conference call to include procedures related to clemency investigations.
- On July 21, 2015, the Offices of Executive Clemency and Clemency Investigations held a joint staff meeting to share information and exchange ideas between the two offices. General Counsel Sarah Rumph gave a presentation related to legal issues and the work they do related to clemency and an overview of the services they provide our offices.
- Over the past few months our office coordinated with the regional field offices to prepare closed clemency files in accordance with approved retention schedules for shipping and processing to the storage records center. In addition, we processed 100 boxes of closed central office clemency files for preparation. A total of 225 boxes containing 8,395 clemency files were boxed and indexed by the five regions and Clemency Investigations, labeled and picked up by the Storage Records Center.