



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – July 2017

Chairman's Message

Melinda N. Coonrod

July was an eventful month at the Commission. Not only did it mark the end of the fiscal year, but we also recognized Pretrial, Probation, and Parole Supervision Week; released the Restoration of Civil Rights (RCR) Recidivism Report; and revised the Commission rules which became effective July 16, 2017.

On June 30, Governor Rick Scott proclaimed July 16-22, 2017, as Pretrial, Probation, and Parole Supervision Week in Florida. The weeklong event is a time to recognize our own achievements and contributions as an agency, while celebrating our partners in criminal justice who work tirelessly to keep our communities safe. The Commission was proud to join Governor Scott in recognizing a remarkable network of professionals who continue to make Florida a safer place to live and visit.

The revised Commission rules became effective on July 16, 2017. I'd like to thank everyone on the Rules Committee, Commissioner Davison, and our General Counsel's office for their dedication to this essential project.

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

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: July 2017

Office of the Commission Clerk

The number of cases docketed included: 821

- Parole - 82 (0 granted, 2 denied)
- Conditional Medical - 2 (1 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 630
- Addiction Recovery Supervision - 101

Revocations

- Warrants Issued – 188*
- Cases Reviewed and Prepared for Docket - 136*

**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 - 286
- Victims Located - 35
- Status updates to victims on parole, conditional medical and clemency cases – 540
- Assisted victims who attended parole or clemency hearings - 31

Field Services

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

- Parole Interviews - 85
- Revocation Interviews - 220
- Revocation Hearings - 40
- Total Interviews and Hearings for the Month – 345

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	2	2	3	0	3
PENDING CLEMENCY CASES	With Hearing: 338 W/o a Hearing: 7 Total Cases: 345	With Hearing: 587 W/o a Hearing: 36 Total Cases: 623	With Hearing: 648 W/o a Hearing: 44 Total Cases: 692	With Hearing: 988 W/o a Hearing: 20 Total Cases: 1008	With Hearing: 731 W/o a Hearing: 21 Total Cases: 752

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 2017

- On Demand Payment FY 16-17 year-end Summary Report, which lists FCOR as one of this year's top performers.
- FCOR completed all Performance Evaluation
- Achieved 100% prompt payment compliance.
- Emailed the Training Questionnaire to DMS
- Submitted 15 requisitions, 9 security request, 73 purchase request, 159 invoices, 120 inner office requests, 7 work orders, 3 CSAB, and made 34 deliveries.
- Submitted the Quarterly Travel report
- Set up certified forwards
- Submitted the Savings Sharing Questionnaire to DMS
- Assisted with the Newsletter
- Updated Student Internship Book
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, public records database training, Administrator meeting, Leave & Attendance Community Interest Meeting
- Finalized MOU/MOA/Agency Agreement Book
- Hosted First Florida Credit Union On-Site Visit

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 2017

During the month of July, the Office of the General Counsel generated thirty-five (35) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to one hundred one (101) public records requests.

During the month of July, the Commission received nineteen (19) positive orders, from state circuit courts and district courts of appeal. 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.

Additionally, during the month of July, the Office of the General Counsel concluded the rulemaking process as to the amendments to eighteen (18) existing rules. These amendments became effective July 17, 2017.

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 2017

Legislative Affairs duties were delegated to the Office of Communications in the absence of a Legislative Affairs Director.

Office of Communications

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

Accomplishments: July 2017

- Provided ongoing media relations and internal employee communication efforts.
- Provided media assistance and responded to inquiries regarding cases of significant interest.
- Participated in the APAI Public Relations Committee teleconference.
- Published the July edition of the Commission newsletter, *Let's Review*.
- Began editing the crime prevention video from the PCBC Conference.
- Began working on talking points and materials for the Florida Council on Crime and Delinquency (FCCD) conference.
- Began working on graphic designs for upcoming projects.
- Finished updates for the Commission informational Powerpoint.
- Responded to constituent requests from members' offices.
- Completed and distributed the Legislative wrap up report for the 2017 session.

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 2017

The main goal of the Office of Executive Clemency is to screen the daily submissions of applications in an expeditious manner in order to notify the applicants early on of their status in the first phase of a two-phase process. Detailed correspondence is provided to the applicants explaining the next steps in the process and advising of any additional information that is needed to move forward. Excellent customer service will continue to be a priority.

Coordinator McCall graduated this month from the Florida Center for Public Management at Florida State University. This was an 18-month, 8-segment, intensive supervisory and leadership training provided by the Florida Certified Public Manager Program, Askew School of Public Administration. Florida is proud to lead the nation with 5,850 graduates, the greatest number of certified public managers in the nation. Governor Scott issued a proclamation declaring the week of July 17-21 Certified Public Manager Recognition Week. Coordinator McCall is excited about sharing as much information as possible in training sessions with other supervisory staff and just about anyone who will listen!

Webpage Statistics

- <https://FCOR.state.fl.us> has received **30,714,514** inquiries with **1,358,003** searches for Restoration of Civil Rights (RCR) grants.
- **167,970** names were located and **94,914** certificates have been printed.
- Currently **377,573** RCR certificates are available for printing through the 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: July 2017

- Prepared investigations for the next Clemency Board Meeting and conducted quality assurance reviews of With and Without a Hearing investigations completed by field offices.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases and Requests for Review for Commutation of Sentence cases.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Hired two new part-time OPS clemency investigators.
- Provided customer service to clemency applicants.