



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – July 2018*

## Chairman's Message

*Melinda N. Coonrod*

July was an eventful month at the Commission. Not only did we recognize Pretrial, Probation, and Parole Supervision Week, we also held an out-of-town hearing, released the Restoration of Civil Rights (RCR) Recidivism Report, and held our Employee Recognition Week.

On July 10, Governor Rick Scott proclaimed July 15-21, 2018, as Pretrial, Probation, and Parole Supervision Week in Florida. The weeklong event is an annual opportunity 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 Commission held hearings in Broward County on July 25 and July 26 for the third out-of-town vote of the year. The hearings were attended by several notable guests including City Commissioner Robert McKinzie, Judge Michele Towbin Singer of the Seventeenth Judicial Circuit, and Cassandra Moore and Michelle Johns of the Florida Department of Corrections. Many families and supporters of the inmates and victims who were in attendance expressed their appreciation to the Commission for coming to their community to have their voices heard.

I am continually impressed by the excellent service our agency provides to the citizens and visitors of our state to ensure public safety. I encourage you to continue reading to learn more about the Commission's many achievements 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 2018

#### Office of the Commission Clerk

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The number of cases docketed included: 638

- Parole – 96 (0 granted, 0 denied)
- Conditional Medical - 3 (1 granted, 2 denied, 0 deceased prior to the vote)
- Conditional Release - 463
- Addiction Recovery Supervision - 69

#### Revocations

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- Warrants Issued – 156\*
- Cases Reviewed and Prepared for Docket - 108\*

*\*Includes parole, conditional release, addiction recovery release, and conditional medical release and control release cases.*

#### Victims' Services

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- Victims requests for information on parole, conditional release, and conditional medical cases - 353
- Victims Located - 41
- Status updates to victims on parole, conditional medical and clemency cases – 803
- Assisted victims who attended parole or clemency hearings - 31

#### Field Services

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

- Parole Interviews - 67
- Revocation Interviews - 207
- Revocation Hearings - 48
- Total Interviews and Hearings for the Month – 322

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	1	1	0	0
PENDING CLEMENCY CASES	With Hearing: 296 W/O a Hearing: 10 Total Cases: 306	With Hearing: 518 W/O a Hearing: 20 Total Cases: 538	With Hearing: 522 W/O a Hearing: 20 Total Cases: 542	With Hearing: 723 W/O a Hearing: 35 Total Cases: 758	With Hearing: 650 W/O a Hearing: 48 Total Cases: 698

## 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 2018

- Submitted 18 requisitions, 13 security requests, 16 purchase requests, 179 invoices, 77 inner office requests, and nine work orders
- Made 44 deliveries
- 99.44% prompt payment compliance
- Performance Evaluations for staff completed in People First
- Created Badge Receipt Form and completed badge audit
- Provided responses to DMS Perquisite Reports, Veterans Recruitment, Affirmative Action, Training, Savings Sharing, and TRIRIGA User Roles
- Hosted FCOR Informational Fair in Central Office
- Revised dress code policy and sent to all FCOR staff
- Provided agency staff safety/wellness information
- Created form to be used for exemption of public records
- Submitted programing request to IT
- Input all allotments into Flair
- Updated FACTS contracts for FY 2018-19 budget
- Added all amendments to Capital Case Contracts in FACTS
- Submitted the Hurricane Irma Insurance Claim
- Set up all payables for Certified Forward
- Submitted the quarterly travel report
- Disposed of 18 boxes of paper books and 15 boxes of posters
- Responded to DFS p-card and voucher inquiries
- FY 2015-16 vouchers scanned and recycled
- Completed safety coordinator training
- Responded to auditor questions throughout the month
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting

## 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 2018**

During the month of July, the Office of the General Counsel generated thirty-four (34) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to seventy-seven (77) public records requests.

During the month of July, the Commission received twenty-seven (27) positive orders, from state circuit courts, district courts of appeal, and federal courts, including the Eleventh Circuit Court of Appeals. 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.

## 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 2018**

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Attended out of town parole hearings to provide information to legislators and legislative staff.
- Drafted bill language for potential legislative proposals for next legislative session.
- Met with Cabinet staff members to discuss legislative proposals.

## Office of Communications

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

### **Accomplishments: July 2018**

- Responded to media inquiries regarding various Commission functions.
- Elected Director of Development for the Florida Public Relations Association (FPRA) Capital Chapter Board.
- Selected for the statewide LeadershipFPRA program.
- Held graphics meeting for the 2018-19 fiscal year.
- Implemented new policy regarding the proofreading, routing, and approval of agency documents and correspondence.
- Composed and distributed the summer 2018 edition of *Let's Review*.
- Began research and production for the *Writing for Business* agency training.
- Edited the Preventing Crime in the Black Community (PCBC) crime prevention panel video.
- Completed and submitted the department's report for the annual business meeting.

## 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 2018

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 continues to be a priority.

Staff worked to process as many applications as possible through the final processes and forwarded certificates to the recipients prior to the July 30 deadline for registering to vote. We will continue to do so for the October 9 deadline, as well.

Notifications are being sent to those applicants whose cases will be heard on the September 19 agenda.

### Webpage Statistics

- <https://FCOR.state.fl.us> has received **45,826,828** inquiries with **2,794,192** searches for Restoration of Civil Rights (RCR) grants.
- **356,111** names were located and **102,322** certificates have been printed.

Currently **377,838** RCR certificates are available for printing through the [www.FLrestoremyrights.com](http://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 2018

- Training was provided to the Regional Administrators and Supervisors during a conference call related to procedures for conducting clemency investigations.
- 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.
- Conducted investigations on 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.
- Provided customer service to clemency applicants.