



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – September 2018

Chairman's Message

Melinda N. Coonrod

September always brings with it a flurry of activity to the Commission, and this month was no exception.

The Board of Executive Clemency held its third quarterly clemency hearing of the year on September 11. A total of 90 cases were investigated and placed before the Clemency Board for consideration. Once again, the incomparable work of our clemency staff resulted in a successful hearing.

On September 28, the Commission released its Long Range Program Plan (LRPP) for fiscal years 2019-20 through 2023-24. The LRPP establishes our goals, five-year planning horizon, and outlines our objectives for the next few years. The final product was a coordinated effort across departments. Thank you to everyone who helped in the planning, research, and composition of our LRPP.

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

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: September 2018

Office of the Commission Clerk

The number of cases docketed included: 529

- Parole - 64 (0 granted, 0 denied)
- Conditional Medical - 6 (5 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 395
- Addiction Recovery Supervision - 56

Revocations

- Warrants Issued – 148*
- Cases Reviewed and Prepared for Docket - 139*

**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 - 190
- Victims Located - 28
- Status updates to victims on parole, conditional medical and clemency cases – 975
- Assisted victims who attended parole or clemency hearings - 11

Field Services

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

- Parole Interviews - 87
- Revocation Interviews - 166
- Revocation Hearings - 45
- Total Interviews and Hearings for the Month – 298

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	1	1	2	1	1
PENDING CLEMENCY CASES	With Hearing: 260 W/o a Hearing: 8 Total Cases: 268	With Hearing: 513 W/o a Hearing: 20 Total Cases: 533	With Hearing: 505 W/o a Hearing: 17 Total Cases: 522	With Hearing: 694 W/o a Hearing: 34 Total Cases: 728	With Hearing: 639 W/o a Hearing: 36 Total Cases: 675

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: September 2018

- Submitted 17 requisitions, 4 security requests, 15 purchase requests, 107 invoices, 118 inner office requests, 10 work orders, and made 24 deliveries
- 99% prompt payment compliance
- Updated Safety First training and provided it to staff for completion and placed on HR intranet page
- Provided agency staff safety/wellness information
- Submitted programing request to IT
- Processed accounting vouchers and P-Card reconciliation
- Responded to auditor questions
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting
- State vehicle maintenance
- Participated in the following HR meetings & trainings: EEO/AA Community of Interest, Annual HR Open Enrollment Kick-Off Meeting, Classification & Organizational Structure Community of Interest, Business Objects Updated Demo, Final Alignment Business Objects Meeting
- Attendance & Leave Community of Interest
- Updated agency organizational charts
- Met with e4 Health to discuss agency training options
- Finalized Commission Employee of the Year awards and service awards
- Completed safety walk-thru of Central Office
- All Hiring Managers Training for Employment of Individuals with Disabilities completed
- Responded to the Crime Insurance Request
- Submitted the Casualty Account Design
- Attractive Property Inventory
- Completed the Training Needs Survey
- Responded to DFS Risk Management reimbursement from Hurricane Irma
- Updated SAM registration
- Assisted FDC Property Team in conducting the 2018-19 Central Office Inventory

Monthly Accomplishments Report

- Submitted to Active Trust Fund Verification
- Completed the Schedule IV Agency Level Unit Cost Summary
- Updated Human Resources Procedure Directives manual

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: September 2018

During the month of September, the Office of the General Counsel generated thirty (30) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to sixty-three (63) public records requests.

During the month of September, the Commission received thirteen (13) positive orders, from state circuit courts, district courts of appeal, the Florida Supreme Court, 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: September 2018

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Discussed the Commission's 2019 legislative package with the Governor's Office of Policy and Budget.
- Researched the potential impact and implications of Amendment Four.

Office of Communications

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

Accomplishments: September 2018

- Provided media assistance and responded to 74 inquiries regarding cases of significant interest.
- Composed and distributed the press release for the Lake County hearing.
- Composed and posted the Long Range Program Plan (LRPP).
- Completed deck for Effective Business Writing training.
- Provided media assistance at the September 11 meeting of the Board of Executive Clemency.
- Drafted the annual business meeting talking points.

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: September 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.

The September 11, 2018, meeting was successful. Immediately afterward, executive orders for those granted clemency were prepared and circulated for signatures and filed with the Secretary of State. Our primary goal was to get copies mailed to the recipients prior to the deadline for voter registration, which is October 9. Mission accomplished!

Cases categorized as Restoration of Civil Rights *Without a Hearing* proceed through the process throughout the year and are not heard at the quarterly meetings. As these cases are approved by the Executive Clemency Board, certificates are prepared and mailed to the recipients.

We also welcomed Precious Ichite as our new OPS Senior Clerk. She will be working the front lines as a call taker. Precious graduated from University of Florida in May of this year, and received a Bachelor of Science in Health Education.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **48,850,675** inquiries with **3,671,030** searches for Restoration of Civil Rights (RCR) grants.
- **804,628** names were located and **104,133** certificates have been printed.

Currently **378,041** RCR certificates are available for printing and can be searched on our website: www.fcor.state.fl.us under the clemency tab or 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: September 2018

- On September 11, 2018, the Governor and Cabinet, sitting collectively as the Clemency Board, held the second quarterly Clemency Board Meeting. The Commission completed and submitted 90 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, provided detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- 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 a Hearing* and *Without a Hearing* investigations completed by field offices.
- Conducted investigations on Restoration of Civil Rights *Without a Hearing* cases.

Monthly Accomplishments Report

- 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 the development of clemency information for multiple annual agency reports.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Provided customer service to clemency applicants.