



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – October 2017

Chairman's Message

Melinda N. Coonrod

The Board of Executive Clemency held its third quarterly clemency hearing of the year on October 17. The Office of Executive Clemency and Clemency Investigations did a tremendous job preparing for the meeting. A total of 95 cases were investigated and placed before the Clemency Board for consideration.

The Commission held two days of hearings in Manatee County on October 11, and October 12, for the third out-of-town vote of the year. Graciously hosted by the Manatee County Sheriff's Office, the hearings were attended by several notable guests including representatives from the Clerk of the Circuit Court and Comptroller of Manatee County, the Office of Representative Jim Boyd, and the Office of Representative Wengay 'Newt' Newton. The visit was an illuminating experience for staff, and the hearings were successful and well attended. Many families and supporters of the inmates and victims who attended to speak on behalf of their loved ones expressed their appreciation to the Commission for coming to their community to have their voices heard.

Over the course of the month, our Legislative Affairs and Communications Directors attended and presented the agency's Legislative Budget Request (LBR) to the Office of Policy and Budget at the Capitol and to the House Justice Appropriations Subcommittee. Additionally, our Director of Administration and Office of Executive Clemency Coordinator presented an overview of the agency to the Constitution Revision Commission. These meetings are vital in updating the Governor's Office and other stakeholders on the great progress and direction of the Commission. It was also a great opportunity to meet with other criminal justice entities and representatives who share our mission of ensuring public safety.

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

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: October 2017

Office of the Commission Clerk

The number of cases docketed included: 591

- Parole - 107 (2 granted, 0 denied)
- Conditional Medical - 4 (1 granted, 3 denied, 0 deceased prior to the vote)
- Conditional Release - 405
- Addiction Recovery Supervision - 65

Revocations

- Warrants Issued – 187*
- Cases Reviewed and Prepared for Docket - 106*

**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 - 261
- Victims Located - 39
- Status updates to victims on parole, conditional medical and clemency cases –599
- Assisted victims who attended parole or clemency hearings - 40

Field Services

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

- Parole Interviews - 57
- Revocation Interviews - 197
- Revocation Hearings - 34
- Total Interviews and Hearings for the Month – 288

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	2	1	0	2
PENDING CLEMENCY CASES	With Hearing: 335 W/o a Hearing: 9 Total Cases: 344	With Hearing: 576 W/o a Hearing: 33 Total Cases: 609	With Hearing: 587 W/o a Hearing: 45 Total Cases: 632	With Hearing: 893 W/o a Hearing: 21 Total Cases: 914	With Hearing: 686 W/o a Hearing: 18 Total Cases: 704

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: October 2017

- Submitted 42 requisitions, 15 security request, 43 purchase requests, 98 invoices, 176 inner office requests, 6 work orders, and made 35 deliveries.
- Provided employees with Benefits Information for Open Enrollment.
- Submitted numerous reports to OPB, DMS, and FEMA pertaining to FCOR and Hurricane Irma.
- Continued to work with Field Offices regarding Hurricane Irma's impact.
- Assisted with review and preparation of legislative documents.
- Attended DMS HR Professionals Training & Inter-Agency Safety Council meeting, Administrator meeting.
- Assisted with the Newsletter.
- Provided agency staff safety/wellness information.
- Submitted the Quarterly Travel report.
- Responded to DFS pcard and voucher inquiries.
- Completed DFS Form A1 2137.
- Submitted the Audit Certification of VOCA.
- Revised the Procedure Directive Employee of the Year and Service Awards.
- Resubmitted 39 names for the 5 year, 2012 updates of LiveScan Fingerprinting through FALCON.
- Audited for valid driver licenses for staff authorized to use state vehicles.

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: October 2017

During the month of October, the Office of the General Counsel generated forty-two (42) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded to eighty-seven (87) public records requests.

During the month of October the Commission received twenty-eight (28) positive orders, from state circuit courts, district courts of appeal, the Florida Supreme Court, the Eleventh Circuit, the Supreme Court of the United States, and federal courts. 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: October 2017

- Met with Senator Brandes and Representative Sprowls to discuss the role of the Commission in Florida's criminal justice system.
- Worked with House staff to coordinate a presentation on the Commission and Clemency.
- Responded to questions from legislators regarding Clemency.
- Worked with OPB and EOG regarding proposed constitutional amendments relating the Commission and its functions.
- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Worked with the Constitution Revision Commission to coordinate a presentation on Clemency.
- Tracked all legislation related to the Commission and its functions.
- Provided information to legislative committee staff on Clemency and other Commission related issues.

Office of Communications

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

Accomplishments: October 2017

- Provided ongoing media relations and internal employee communication efforts.
- Presented Legislative Budget Request to the Office of Policy and Budget and the House Justice Appropriations Subcommittee.
- Provided media assistance at the Board of Executive Clemency hearing,

- Prepared materials for the out of town hearing in Manatee County.
- Began gathering content for the annual report.
- Released the October edition of the agency newsletter, *Let's Review*.

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: October 2017

Due to the aftermath of Hurricane Irma, the clemency board meeting that was scheduled for September 15, was postponed and rescheduled for October 17, at 12:00 p.m. Ninety-five cases were heard with forty-two applicants appearing to speak or be represented. Executive Orders are being prepared for those granted clemency and all applicants have been notified of the results of the meeting with instructions provided for any options or additional steps available in the process. Cases which have been determined eligible and have completed the investigative process are currently being placed on the upcoming agenda and those applicants are being notified. Cases not requiring a hearing are completed and circulated to the Board for a decision throughout the year.

OEC welcomes Zenani Houston to our staff. Ms. Houston worked at the Florida Department of Agriculture and Consumer Services in the Concealed Licensing Section. We will certainly utilize her knowledge and put her to work designated as a Civil Rights Specialist I screening applications for eligibility for all forms of clemency.

Coordinator McCall spoke before House of Representatives committee members this month for the purpose of explaining the history of the clemency process and detailed the current procedure for processing applications for all of the forms of clemency.

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.

Webpage Statistics

- <https://FCOR.state.fl.us> has received **33,941,300** inquiries with **1,396,189** searches for Restoration of Civil Rights (RCR) grants.
- **173,029** names were located and **97,044** certificates have been printed.

Currently **377,689** 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: October 2017

- On October 17, 2017, the Governor and Cabinet, sitting collectively as the Clemency Board, held its third quarterly Clemency Board Meeting. The Commission completed and submitted 95 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.

- 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.
- Assisted in the development of clemency information for agency reports and trained new clemency investigators.
- Provided customer service to clemency applicants.