



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – May 2018*

## Chairman's Message

*Melinda N. Coonrod*

May was a whirlwind of activity at the Commission as we held hearings in Charlotte County, honored our fallen heroes during Memorial Day, and sponsored a crime prevention panel at the Preventing Crime in the Black Community Conference for the fifth year.

The Commission held hearings in Charlotte County on May 23 for the second out-of-town vote of the year. Graciously hosted by the Charlotte County Sheriff's Office, the hearings were attended by several notable guests including Judge George C. Richards of the 20<sup>th</sup> Judicial Circuit, Charlotte County Commissioner Bill Truex, and Representative Michael Grant. 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. Thank you to Region 5 for their assistance in ensuring that the hearings proceeded smoothly and without event.

Closing out the month, several team members and I traveled to Jacksonville for the Attorney General's Annual Preventing Crime in the Black Community Conference. The Commission hosted the always popular crime prevention panel session 'The Impact of Crime: The Good, the Bad, and the Ugly' for the fifth consecutive year. Consisting of three successful parolees, the panel educated the conference's youth attendees about the long lasting and far reaching consequences of crime.

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 May.

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: May 2018

#### Office of the Commission Clerk

The number of cases docketed included: 859

- Parole - 100 (0 granted, 0 denied)
- Conditional Medical - 4 (3 granted, 1 denied, 0 deceased prior to the vote)
- Conditional Release - 633
- Addiction Recovery Supervision - 106

#### Revocations

- Warrants Issued – 177\*
- Cases Reviewed and Prepared for Docket - 145\*

*\*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 - 272
- Victims Located - 51
- Status updates to victims on parole, conditional medical and clemency cases – 921
- Assisted victims who attended parole or clemency hearings - 62

#### Field Services

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

- Parole Interviews - 100
- Revocation Interviews - 219
- Revocation Hearings - 59
- Total Interviews and Hearings for the Month – 378

REGION	I	II	III	IV	V
COURTESY INTERSTATE COMPACT TASKS	0	1	3	0	5
PENDING CLEMENCY CASES	With Hearing: 312 W/o a Hearing: 13 Total Cases: 325	With Hearing: 518 W/o a Hearing: 27 Total Cases: 545	With Hearing: 533 W/o a Hearing: 13 Total Cases: 546	With Hearing: 755 W/o a Hearing: 28 Total Cases: 783	With Hearing: 673 W/o a Hearing: 42 Total Cases: 715

## 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: May 2018

- Submitted 52 requisitions, 17 security requests, 51 purchase requests, 156 invoices, 97 inner office requests, 5 work orders, 16 revisions to the website, and made 39 deliveries.
- 96.5% prompt payment compliance.
- Assisted with the PQC interview process.
- Participated in Big Bend SHRM HR Conference.
- Attended Loss Prevention Workshop.
- Participated in retirement training.
- Worked with US Legal to onboard new payroll deduction for employees.
- Sent out training survey to all FCOR staff.
- Updated the Procedure Directives Index.
- Requested telecommuter agreement from region staff.
- Subtropical Storm Alberto estimates.
- Submitted request to DMS for a card reader.
- Met with the US Post Office to discuss problems with misdirected mail.
- Provided agency staff safety/wellness information.
- Hosted FCOR Wellness Workshop.
- Submitted the quarterly travel report.
- Responded to DFS p-card and voucher inquiries.
- Attended Attendance and Leave Community of Interest.
- Submitted Solaris information.
- Provided Hurricane Irma estimates to OPB.
- Responded to auditor questions throughout the month.
- Attended DMS HR Professionals training and Inter-Agency Safety Council meeting, Administrator 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: May 2018

During the month of May, the Office of the General Counsel generated thirty-six (36) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to eighty-five (85) public records requests.

During the month of May, 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.

## 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: May 2018

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Attended an out-of-town parole hearing to provide information to attending legislators.
- Conducted research for potential legislative proposals for next legislative session.
- Drafted bill language for potential legislative proposals for next legislative session.
- Conducted research for the potential use of video conferencing during parole hearings.

## Office of Communications

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

### Accomplishments: May 2018

- Drafted miscellaneous messages to staff.
- Responded to media inquiries regarding various Commission functions.
- Attended several meetings of the Florida Public Relations Association (FPRA).
- Updated the Commission's media databases.
- Provided media assistance at the Preventing Crime in the Black Community (PCBC) Conference.
- Composed talking points and created PowerPoint for the PCBC Conference.
- Updated the internal and external websites as needed.
- Began drafting two speeches on behalf of the Chairman.
- Completed annual online training.

## 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: May 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.

Our office has resumed the processing of restoration of civil rights applications. Applicants continued from the previous agenda in March 2017 have been included on the June 14, 2018, clemency meeting agenda and notifications have been sent to all applicants who will appear on the upcoming agenda.

We welcomed Justin Gilley to our office as a Senior Clerk who will be working on the front lines as a call taker. Justin graduated from FAMU in May with a Bachelor of Science in Political Science and a minor in Pre-Law. He took the position previously held by Keilah Joyner, who was promoted to Civil Rights Specialist I. Keilah just graduated from FSU with double masters, one in Public Administration and the other in Criminology. We are looking forward to great things from both of them.

### Webpage Statistics

- <https://FCOR.state.fl.us> has received **43,347,152** inquiries with **2,560,108** searches for Restoration of Civil Rights (RCR) grants.
- **339,387** names were located and **100,976** 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: May 2018

- Prepared investigations for the next Clemency Board Meeting and conducted quality assurance reviews of With and Without a Hearing investigations completed by field offices.
- Training was provided to the Regional Administrators and Supervisors during a conference call related to procedures for conducting clemency investigations.
- 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.
- Prepared closed clemency files for delivery to the state Storage Records Center.
- Provided customer service to clemency applicants.