

Annual Report

128149

U.S. Department of Justice
National Institute of Justice

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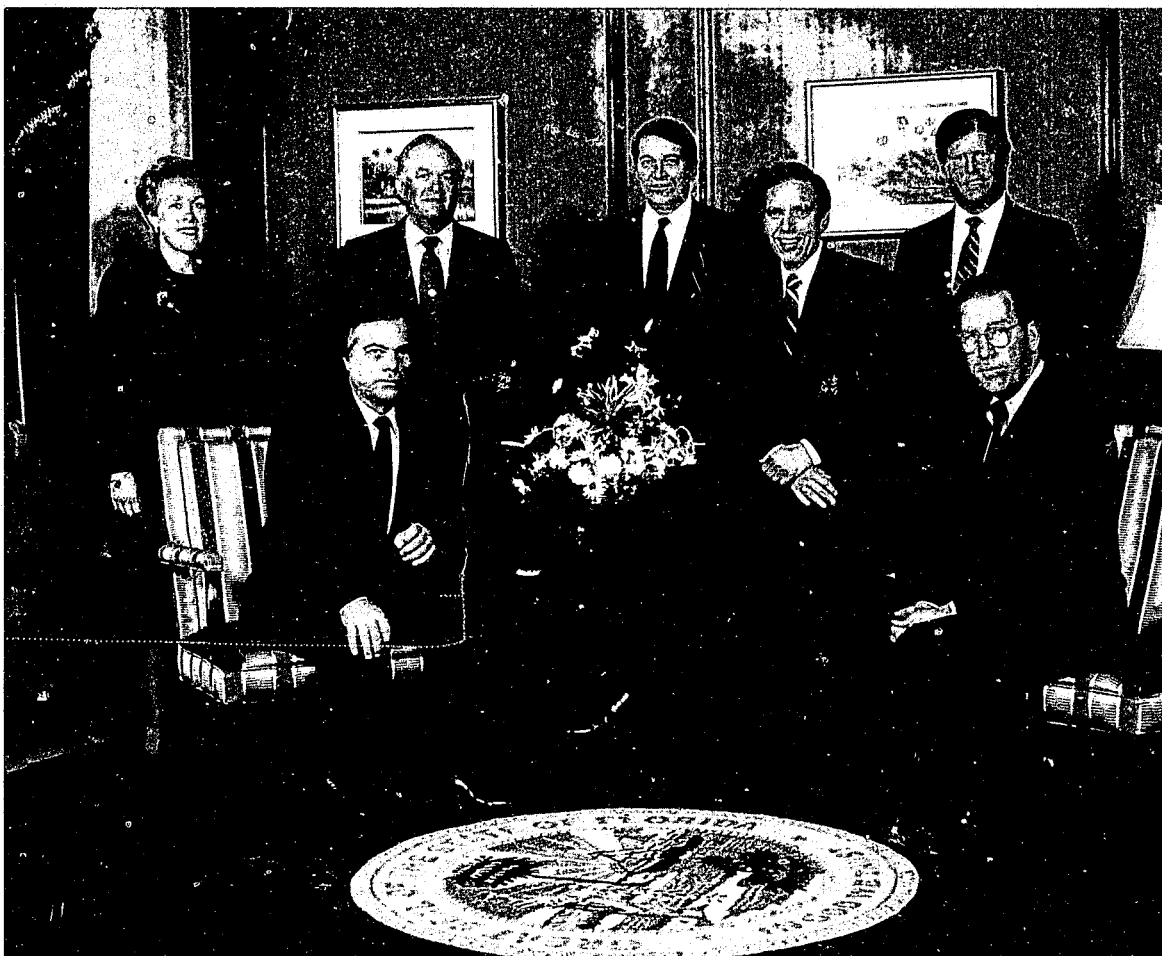
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*FLORIDA
PAROLE COMMISSION*

128149

1989

1990



front, left to right:

Robert A. Butterworth, Attorney General;
Bob Martinez, Governor;
Jim Smith, Secretary of State

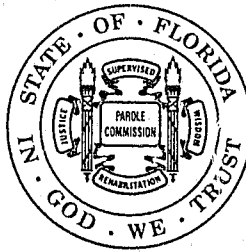
back, left to right:

Betty Castor, Commissioner of Education;
Doyle Conner, Commissioner of Agriculture;
Gerald A. Lewis, State Comptroller;
Tom Gallagher, State Treasurer and Insurance Commissioner

A. M. "TONY" FONTANA
COMMISSIONER CHAIRMAN

JUDITH A. WOLSON
COMMISSIONER VICE CHAIRMAN

GENE HODGES
COMMISSIONER SECRETARY



MAURICE CROCKETT
COMMISSIONER

CHARLES H. LAWSON
COMMISSIONER

E. GUY REVELL, Jr.
COMMISSIONER

KENNETH W. SIMMONS
COMMISSIONER

FLORIDA PAROLE COMMISSION

1309 WINEWOOD BOULEVARD, BUILDING 6, THIRD FLOOR, TALLAHASSEE, FLORIDA 32399-2450 • (904) 488-1653

December 31, 1990

The Governor and
Members of the Cabinet

Dear Governor and Members of the Cabinet:

In accordance with Chapter 947.15, Florida Statutes, I am pleased to present to you the 50th Annual Report of the Florida Parole Commission describing the agency's achievements during FY 1989-90.

This report also provides an overview of the Commission and its role in the criminal justice system.

Sincerely,

Tony Fontana

TF:lds

Copy to: President of the Senate
Speaker of the House
Substantive Legislative Committees
Department of Legal Affairs
Department of Corrections

A DECLARATION OF THE PRINCIPLES OF PAROLE

We, THE DELEGATES TO THE NATIONAL PAROLE CONFERENCE, ASSEMBLED AT THE REQUEST OF THE PRESIDENT OF THE UNITED STATES, AND REPRESENTING THE GOVERNORS OF THE SEVERAL STATES, THE JUDICIARY, FEDERAL, STATE, AND MUNICIPAL LAW ENFORCEMENT OFFICIALS, THE CHURCH, THE COMMUNITY, AND THE VARIOUS PENAL AND CORRECTIONAL SYSTEMS IN THE UNITED STATES,

Recognizing that

Practically all imprisoned offenders are by operation of law ultimately released, and that Parole, when properly administered and carefully distinguished from clemency, protects the public by maintaining control over offenders after they leave prison, do declare and affirm that

For Parole Fully To Achieve Its Purpose

I The paroling authority should be impartial, nonpolitical, professionally competent, and able to give the time necessary for full consideration of each case;

II The sentencing and parole laws should endow the paroling authority with broad discretion in determining the time and conditions of release;

III The paroling authority should have complete and reliable information concerning the prisoner, his background, and the situation which will confront him on his release;

IV The parole program of treatment and training should be an integral part of a system of criminal justice;

V The period of imprisonment should be used to prepare the individual vocationally, physically, mentally, and spiritually for return to society;

VI The community through its social agencies, public and private, and in cooperation with the parole service should accept the responsibility for

improving home and neighborhood conditions in preparation for the prisoner's release;

VII The paroled offender should be carefully supervised and promptly reimprisoned or otherwise disciplined if he does not demonstrate capacity and willingness to fulfill the obligations of a law-abiding citizen;

VIII The supervision of the paroled offender should be exercised by qualified persons trained and experienced in the task of guiding social readjustment;

IX The State should provide adequate financial support for a parole system, including sufficient personnel selected and retained in office upon the basis of merit;

X The public should recognize the necessity of giving the paroled offender a fair opportunity to earn an honest living and maintain self-respect to the end that he may be truly rehabilitated and the public adequately protected.

Adopted April 16, 1939.

Attest:

Harold M. Stephens
Harold M. Stephens
Associate Justice, United States Court of Appeals
for the District of Columbia
Chairman, Committee on Principles.

Frank Murphy
Frank Murphy
Attorney General of the United States
Chairman, The National Parole Conference.



Individuals present when Governor Spessard L. Holland signed into law Senate Bill #335 creating a state system of probation and parole, May 30, 1941 — seated left to right: J. M. Lee, State Comptroller; Senator Charlie Luckie; Governor Holland; Senator David Elmer Ward; J. C. Lanier, President Florida Probation and Parole Officers Assn. Standing left to right: Ed Larson, State Treasurer; Millard Davidson, Director Marianna School for Boys; Colin English, State Superintendent of Public Instruction; Mrs. B. Parvin, President PTA Assn.; R.A. Gray, Secretary of State; J. Ollie Edmonds, President Florida County Judges Assn.; J. Tom Watson, Attorney General; Paul Raymond, representing American Bar Association; Nathan Mayo, Commissioner of Agriculture; J. L. McMullen, Chairman, Florida Jaycees Crime Prevention and Legislative Committee; Charles Tom Henderson, representing Florida Bar Assn.

50 Years Ago . . .

As a result of the vision and farsightedness of the people pictured above and other concerned citizens, a resolution creating the Florida Parole and Probation Commission was ratified as a constitutional amendment by the electorate in November of 1940. The first three Commissioners, Mr. Francis R. Bridges Jr., Mr. James T. Vocelle and Mr. Joseph Y. Chaney, participated in an oath-taking ceremony on October 7, 1941.

Thus began a new era for innovative parole programs which was based on the Commission's autonomy to make objective decisions. Article IV, Section 8(c) of the Florida Constitution grants the Commission the power to "supervise persons on probation and to grant paroles or conditional releases to persons under sentences for crime." The Commission also determines the conditions of the release and ensures that appropriate action is taken against persons who violate those conditions. In addition, the Commission provides reports to the Office of Executive Clemency regarding clemency applicants.

A special session of the Legislature in 1989 resulted in the designation of the Commission as the Control Release Authority. The responsibility of controlling the prison population is a challenge the Commission has accepted while vowing to maintain its most important philosophy, the protection of the citizens of Florida. With this goal in mind, the Commission is looking forward to a new decade of service that began 50 years ago.

HISTORY OF THE COMMISSION

During the early 1800's state prisoners were leased to the huge turpentine and land companies in Florida where they were often worked as slave labor. This era of inhumane and bitter treatment of prisoners culminated with the notorious Martin Taber case. Taber, a young prisoner convicted of stealing a ride on a freight train, died as a result of brutal treatment administered by a lumber company boss to whom he was leased. An aroused public demanded the discontinuance of leasing prisoners. The abolishment of the practice of leasing prisoners caused overcrowded conditions in the state prison in Raiford despite the establishment of road camps where prisoners were used for road work. Prison overcrowding, the high cost of housing, and underlying pressures from families and the general public for better treatment of prisoners set the stage for opportunists to peddle their influence for the pardoning of certain prisoners.

The Pardon Board, created by the 1885 Constitution and composed of the Governor and Cabinet, often presided over 200 pardon applications in one day. This resulted in hurried or capricious release procedures by overburdened officials. The weakness of the pardon system led to the formation of the Florida Parole Commission in 1941.

The Commission selected inmates sentenced for parole release, and its field staff provided parole and probation supervision. The responsibilities were not altered until reorganization in 1975, which transferred the field officers and supervisory responsibilities to the Department of Corrections. Positions with the Commission were reduced from 1,321 to 149.

The Florida Legislature in 1978 enacted the Objective Parole Guidelines Act which required the Commission to develop and

implement rules and criteria upon which parole decisions were to be made. It required the development of guidelines according to an acceptable research method based on the seriousness of the offense and the likelihood of favorable parole outcome, and provided for reorganization of the agency into functional areas.

Following a study of the disparity in sentencing within the State Court System, Sentencing Guidelines became effective October 1, 1983. Under Sentencing Guidelines, the Commission retained paroling authority only for inmates whose offenses were committed prior to October 1, 1983, thereby severely curtailing the workload and authority of the Commission. The 1983 Legislature further provided for "sunset" of the Commission for July 1, 1987, which has been extended to the present statutory date of October 1, 1993.

The Victim Assistance Law brought many new responsibilities to the Commission in the 1988-89 Legislative Session. This law provides that the victim, or family of the victim, have the opportunity to provide input into the decision-making process.

Even though many changes have affected this Commission since 1941, the most significant change in the Commission's role is the creation of the Control Release Authority. Parole is granted after a finding that there is a reasonable probability that when released, an inmate will live a law-abiding life and agrees to the terms and conditions of parole supervision. Control release, however, is early release designed solely to prevent overcrowding in the state prison system.

A

LOOK

AT

THE

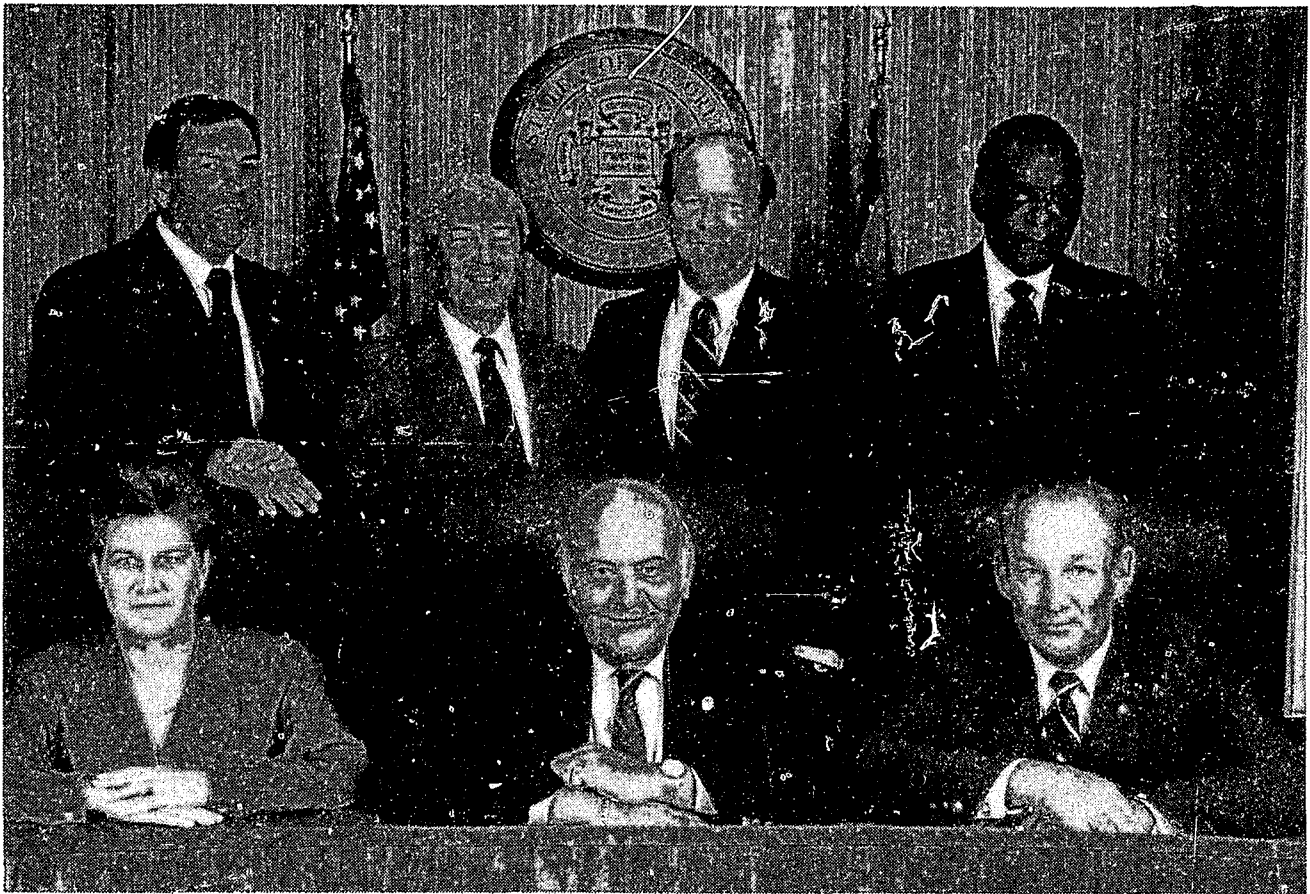
ISSUES

FLORIDA was the first state in the history of the United States to appoint members of the Parole Commission based on merit examination;

FLORIDA was the first state to establish a statewide citizen volunteer program whereby citizens in the community assist parolees and probationers' readjustment to community living.

FLORIDA was one of the first states to establish a unified system of probation and parole;

FLORIDA has served as a model system in various other aspects of the parole and probation process; and



Florida Parole Commission

top, left to right:

Kenneth W. Simmons, Commissioner

Charles H. Lawson, Commissioner

E. Guy Revell, Jr., Commissioner

Maurice G. Crockett, Commissioner

seated, left to right:

Judith A. Wolson, Vice-Chairman

A. M. "Tony" Fontana, Chairman

Gene Hodges, Secretary

1309 Winewood Boulevard
Tallahassee, Florida 32399-2450
(904) 488-1653 (Suncom 278-1653)

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Chairman's Message

The role of the Parole Commission in the criminal justice system has been greatly expanded with passage of legislation in the 1989 and 1990 legislative sessions creating the Control Release Program. The new law shifts the responsibility of maintaining the state prison population within its lawful capacity from the Department of Corrections to the Parole Commission, sitting as the Control Release Authority.

This past year has seen the Commission diligently preparing for the implementation of the Control Release Program, which takes effect September 1, 1990. A control release task force was created to establish a uniform system of criteria designed to identify the more assaultive, dangerous offenders for maximum incarceration within the court-imposed sentence, while still incorporating structured discretion based on individual case facts.

Control release is a major undertaking due to the thousands of inmate cases scheduled to be reviewed on a continuous basis. The Commission is dedicated to meeting this obligation.

The Commission continued to increase public access to the parole process by holding meetings in various cities throughout the State, including Miami, Jacksonville, Orlando, Tampa and Fort Lauderdale, when funds permitted. This concept has been enthusiastically accepted by victims, families and friends of inmates and the criminal justice community in general.

Victim's advocates from the Governor's Office and various state agencies, including the Parole Commission, met to coordinate the process of victim input into the criminal justice system. The Commission played an integral role in developing guidelines used to assist victims and their families in this important process.

During the past year the Commission has seen many changes. In the coming year the Control Release Program will present many new challenges and added responsibilities to the Commission. Our goal continues to be public protection.

Maurice G. Crockett

Commissioner Crockett was born in Nashville, Tennessee. He received his bachelor of arts degree from Philander Smith College in Little Rock, Arkansas and attended Florida State University. He started work at the Arthur Dozier School for Boys in November 1954 as a houseparent and was serving as Superintendent of the Lancaster Youth Development Center when he was appointed to the Parole and Probation Commission in November 1975. He served as Chairman of the Commission from July 2, 1978 until June 30, 1980. Commissioner Crockett holds membership in the American Correctional Association, the Florida Council on Crime and Delinquency, and the American Association of Paroling Authorities. Commissioner Crockett is a certified consultant with the American Correctional Association. He served on the Governor's Council on Criminal Justice and was President of the Advisory Committee on TASC Drug Programs. Commissioner Crockett was presented the Distinguished Service Award for Chapter II of the Florida Council on Crime and Delinquency in 1979 and was recognized by the statewide Council in that same year.

Commissioner Crockett was also recognized by the Florida Chapter of the National Bar Association on July 16, 1983 for his outstanding contributions to the Florida criminal justice system. Commissioner Crockett was reappointed to the Commission to serve a six-year term on January 13, 1982 and to a four-year term on July 13, 1988.

STAFF

Laverne Lamb.....Administrative Assistant Ora Wilson.....Executive Secretary

A. M. "Tony" Fontana

Commissioner Fontana, who was born in Providence, Rhode Island, attended Williams College and the University of North Carolina. He was a member of the Miami Police Department for twenty-six years, retiring as lieutenant in 1975. Commissioner Fontana was elected from Dade County to the Florida House of Representatives in 1972 and served in that capacity for ten years. During his tenure with the Legislature, he was a member of the Corrections, Probation and Parole Committee, the Criminal Justice Committee and was Chairman of the Subcommittee on Law Enforcement and Drugs. On January 29, 1982, he was appointed to the Commission to serve a six-year term and reappointed in February 1988 to a four-year term. Commissioner Fontana is a member of the American Correctional Association and the Florida Council on Crime and Delinquency. He was elected Vice Chairman of the Commission July 1, 1984 through July 1, 1986, Chairman July 1, 1986 through June 30, 1988, Secretary July 1, 1989 through June 30, 1990 and Chairman July 1, 1990 through June 30, 1992.

STAFF

Ruth Anne Reese.....Administrative Assistant Linda Summers.....Executive Secretary
 Claire Wester.....Secretary Specialist Carolyn Glover.....Receptionist

Gene Hodges

Commissioner Hodges was born and raised in Cedar Key, Florida. He served in the United States Air Force 1955-58. He has also served as Judge for the City of Cedar Key and as a member of the Cedar Key Planning Board. Commissioner Hodges was elected from the Eleventh District to the Florida House of Representatives in 1972 and served in that capacity for sixteen years. During his tenure with the Legislature, he served as Agriculture and General Legislation Committee Chairman, Governmental Committee and Natural Resources Committee Vice Chairman and Appropriations Vice Chairman. As a member of the Legislature, he worked with legislation in the Corrections area, including facilities, programs and financing. While in the Legislature, Commissioner Hodges received the Veterans of Foreign Wars Distinguished Service Award, Florida Agriculture Award of Excellence and the Alliance of North Florida Education Employees Excellence in Education Award. He was appointed to a four-year term on the Commission on November 22, 1988 and elected Commission Secretary for the year 1990-91.

STAFF

Dave Roberts.....Administrative Assistant Glenys Smith.....Executive Secretary

Charles H. Lawson



Commissioner Lawson is a native Floridian and a graduate of Florida Southern College with a bachelor's degree in business administration and criminology at Florida State University. He was previously employed with the Commission as Supervisor of the Lakeland Probation and Parole Office from July 1958 until August 1963 and as Interstate Compact Administrator from August 1963 until August 1976. From August 1965 until his appointment to the Commission, he served as the Florida Department of Corrections' Interstate Compact Administrator. He holds the rank of colonel in the U.S. Army Reserve. He is past National President of the Interstate Compact Administrative Association, and is also past treasurer of the Association of Paroling Authorities International. Mr. Lawson is the first recipient of the William Frederick Interstate Compact Administrator Award for outstanding contributions as an interstate compact administrator. He is a member of the American Compact Administrators Association and the Florida Council on Crime and Delinquency. Commissioner Lawson was reappointed to a four-year term on July 1, 1987. He was elected Vice Chairman

of the Commission from July 1, 1988 through June 30, 1990 and is currently serving as a member of the Justice Task Force for the State of Florida.

STAFF

Donna Robinson.....Administrative Assistant Donna West.....Executive Secretary

E. Guy Revell, Jr.



Commissioner Revell, born in Crawfordville, Florida, received a bachelor of science degree in criminology and corrections from Florida State University. In 1961 he was employed by the Commission as a Probation and Parole Supervisor, a position held until 1966. During the next 17 years, he worked in the juvenile delinquency field with the Division of Youth Services. Upon reorganization of the Department of Health and Rehabilitative Services, he held numerous positions which included Director of Aftercare, bureau chief for field services and acting director of the division of youth services. Additionally, he has provided a broad range of consultant services in the criminal justice field to numerous states, universities and professional organizations throughout the country. He is a recipient of the Walter S. Criswell Award for his contributions in the field of children and youth services. Commissioner Revell is a former Director of the National Association of Interstate Compact Administrators and has served on the Governor's Criminal Justice Corrections Task Force as well as consultant to the Prison Overcrowding Task Force. He holds the rank of Commander

(Ret.) in the U.S. Naval Intelligence Program. On June 20, 1983, he received an interim appointment as a Commissioner, and on November 17, 1983, was reappointed to a four-year term. Commissioner Revell received a new four-year appointment on March 1, 1988, elected Vice Chairman July 1, 1986 through June 30, 1988 and Chairman July 1, 1988 through June 30, 1990.

STAFF

Lynda Henderson.....Administrative Assistant Winnofae Fair.....Executive Secretary

Kenneth W. Simmons



Commissioner Simmons, who was born in Columbus, Georgia, was raised in Graceville, Florida. He attended Chipola Junior College, received a bachelors of science degree in criminology and corrections from Florida State University in 1964, and has done postgraduate studies at Florida State University. His career in criminal justice began as a part-time employee of the Commission while he was attending college. He was selected as a Probation and Parole Officer I in 1964, and was promoted to Probation and Parole Officer II in 1967, District Supervisor I in 1969, and District Supervisor III in 1971. He came to Tallahassee in 1973 as Coordinator of the Parole and Probation Commission's Young Lawyers Volunteer Program and later moved up in the ranks to assistant and deputy director within the Commission. In October 1978, he became Parole Services Director and remained in that position until his appointment to the Commission. He was appointed to the Commission November 30, 1979, and reappointed to a four-year term December 1985. He served the Commission as Vice Chairman from July 1, 1980 until June 30, 1982 and was re-elected

Vice Chairman on July 1, 1982, until June 30, 1984. Commissioner Simmons was elected Chairman of the Commission from July 1, 1984 until June 30, 1986, and as Secretary from July 1, 1987 until June 30, 1988. Commissioner Simmons is a member of the Florida Council on Crime and Delinquency. He has previously served as treasurer, secretary, president-elect and president of the Florida Council on Crime and Delinquency at the state level. He is also a member of the American Correctional Association.

STAFF

Sherry Colvin.....Administrative Assistant Linda Vaughan.....Executive Secretary

Judith A. Wolson

Born in Glen Cove, New York, Commissioner Wolson was raised in Palm Beach County and has been a resident of Florida for most of her life. She is a graduate of Florida State University, having received her bachelor's degree in criminology. Her career in corrections began with the Commission in 1969 as a probation and parole officer in South Florida. She attained various positions of management at the field operations level and was then appointed the Commission's Parole Services Director in 1979. Following three years of service as director, Ms. Wolson was appointed a member of the Commission on August 3, 1983, to a two-year term and reappointed to a four-year term on November 19, 1985. She was reappointed to the Commission on October 24, 1989 to a four-year term. She served as Commission Secretary July 1, 1986 through June 30, 1987 and on July 2, 1990, was elected Vice Chairman. She has been an active member of the American Correctional Association. In 1982, she was honored as one of the Outstanding Young Women of America. She is a member of the Florida Trail Association and is a hiking and four-wheel drive enthusiast.

STAFF

Gene Strickland.....Administrative Assistant Annette Messer.....Executive Secretary

YEAR IN REVIEW — COMMISSIONERS

Commissioners held weekly parole hearings in Tallahassee and around the state. As word spread that meetings were being held in various cities to consider inmate's parole cases, public participation greatly increased.

Conditional release cases increased and 85 inmates were released to supervision under this program. The Commission continued to determine restitution to victims in both parole and conditional release cases in the amount of \$654,627.04.

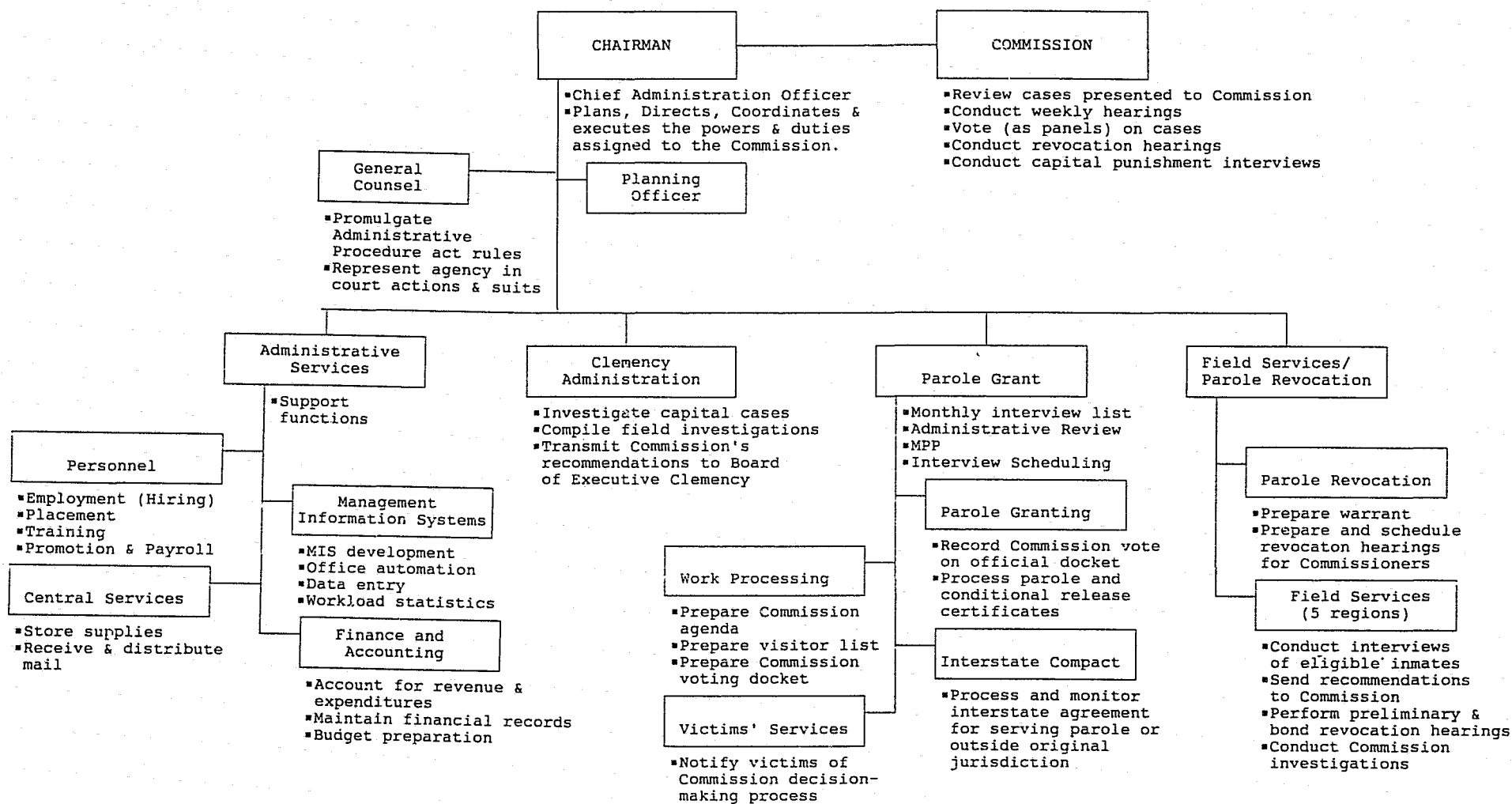
The Commission reviewed 600 parolees who had completed at least two years of supervision. Early termination from supervision was granted to 53 parolees and conditions of supervision were modified to less restrictive reporting for 82 parolees.

Commissioners held revocation hearings at the five Department of Corrections reception centers, as well as death row interviews at Florida State Prison.

A task force for the new Control Release Program was appointed by the Commission's Chairman to recommend criteria and procedures for the program. The committee met weekly and the commissioners played an active role in the preparation of rules and formulation of the basic mechanics needed to implement this complex program.

Commissioners Workload

WORKLOAD	FY 89-90	WORKLOAD	FY 89-90
Voting Docket Caseload	7,905	Revocation Hearings Conducted	428
Clemency Workload:		Warrants Issued	560
1. Capital Punishment Interviews	10	Paroles Granted	236
2. Review and recommendation of general clemency field investigations	243	Paroles Revoked	269
3. Review and recommendation of commutation of sentence cases	3	Conditional Release Cases Reviewed	125
4. Review and recommendation of waiver cases	103	Conditional Releases Revoked	4



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- | | |
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| 3. Barbara Daniel | 7. Ann Kennedy | 12. Willie Sweet |
| 4. Cindy Hoffman | 8. Ann Knight | 13. Lola Taylor |
| | 9. Ming-Hui Ko | 14. Tamara Traylor |

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| 2. Wayne Deason | 5. Melinda Strickland |
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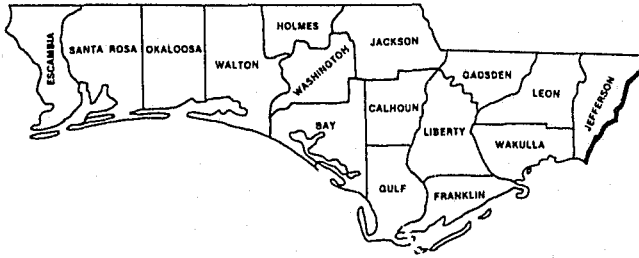
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| 3. Gloria Claiborne | 10. Brian Kamer | 17. Kevin Roberts |
| 4. Dix Darnell | 11. Phyllis Keenan | 18. Malinda Thomas |
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| 2. Gloria Fain | 7. Howard Miller |
| 3. Sally Flagg | 8. Paula Stevenson |
| 4. Mike Hamm | 9. Carolyn Williams |
| 5. Jeffrey Jansen | 10. Gloria Williams |



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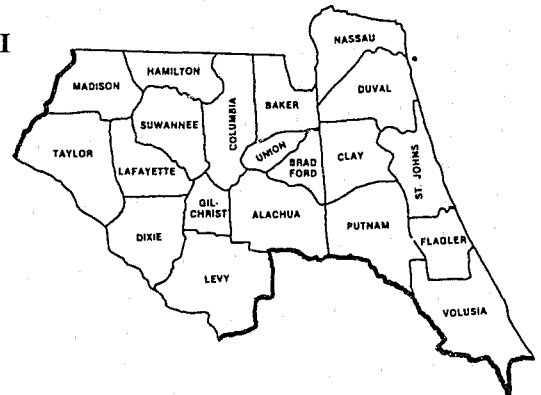
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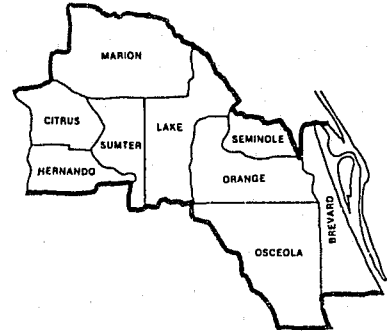
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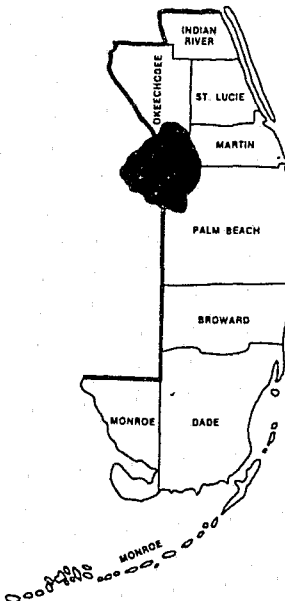
Parole Examiners:

Ray Chancey, William Whitehouse

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Parole Examiners: Bernard Crane, Harold Eagle, Bernard Moore, William Sutton, Hector Tapining, Marjorie Wheeler, Don Witt

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Parole Examiner:
Tom Britton

Secretary: Sheila Roberts

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SC 451-5030

Counties Covered: Broward

Parole Examiners:
Richard Konior, Sandra Lilla, Karyn Roth

Secretary: Sherry Page

REGION V**REGION V - TAMPA - FAX # 813-272-2410**

Edward Jenkins - Supervisor
Park Trammel Bldg.
1313 N. Tampa Street, Suite 515
Tampa, Florida 33602
Phone (813) 272-2642
SC 571-2642

Counties Covered: Hillsborough, Manatee, Pasco, Pinellas, Polk

Parole Examiners: Harvey Buckner, Sam Cooper, Lionel Garcia, Thomas Pappas, Charles Stockton

Support Staff

Secretary: Peggy Snelling
Hortez Clark, Francene Brannon

REGION V - SATELLITE OFFICE - ARCADIA - FAX # 813-993-3388

Lewis Parker - Supervisor
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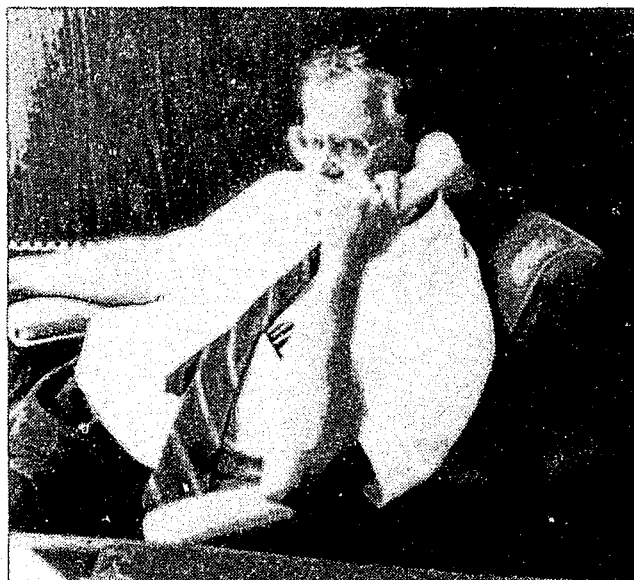
Counties Covered: Charlotte, Collier, Desoto, Glades, Hardee, Henry, Highlands, Lee, Sarasota

Parole Examiner:
Jim Thompson

Secretary: Lena Driver



Staff in Region IV review case files for parole release recommendations



Staff in Region III use all means available to conduct investigations and locate victims for input.

ADMINISTRATION OF THE COMMISSION

The Chairman is the chief administrative officer of the Florida Parole Commission in Tallahassee. In addition to his duties as a Parole Commissioner, he administers four functional areas and the Office of General Counsel. He is supported in these tasks by the Director of Administrative Services, Director of Clemency Administration, Director of Field Services / Parole Revocation, Director of Parole Grant, and General Counsel.

ADMINISTRATIVE SERVICES

The Administrative Services department links the agency with the Department of Administration, the Governor's Office of Planning and Budgeting, the Information Resource Commission, the Comptroller's Office and the Department of General Services. Staff in four sections provide administrative support to all Commission offices. This department has fiscal responsibility for the agency, including preparing the agency's legislative budget requests.

PERSONNEL

The Personnel Section is responsible for recruitment, placement, pay administration, position classification, discipline and training. This section also works closely with the Department of Administration on personnel matters.

PLANNING AND EVALUATION

This section is responsible for planning projects, for the collection and analysis of statistical data of Commission actions, for MIS development and for the Commission's data entry functions. Staff interacts with the Office of Planning and Budgeting, the Information Resource Commission and the Department of General Services.

FINANCE AND ACCOUNTING

This section is responsible for receiving and processing all travel vouchers, salary vouchers and vendor payments, maintaining financial records, preparing financial statements and maintaining an inventory of fixed assets. Staff interacts with the Comptroller's office on fiscal matters.

CENTRAL SERVICES

This section is responsible for the purchase and distribution of all equipment and supplies agency wide, and interacts with the Department of General Services. It is responsible for all incoming and outgoing mail statewide, and deliveries and pick ups within the Capitol Center. It is also responsible for supplying all printed forms and the assignment, care and maintenance of the agency's automobiles.



Staff in the Commission mail room sort correspondence for distribution.

Although no office automation funds were appropriated in FY 1989-90, the Local Area Network planned during the previous fiscal year was established in Central Office. All staff were trained in the use of the network. User group meetings were held in Central Office and focused on security and computer awareness. Staff traveled to all field offices around the state training secretarial staff in word processing, form design, spreadsheets and database programs.

The Agency Functional Plan and the Agency Strategic Plan were completed and submitted in compliance with statutory requirements. The 49th Annual Report was printed and distributed within required deadlines. Copies were sent to legislators, universities, parole boards, agencies and individuals nationwide.

Planning committee meetings normally scheduled quarterly were limited because of funding. Sitting as the State Awards Committee, the planning committee selected two individuals for the Chairman's Award and one for the Employee of the Year Award.

A grant from the National Institute of Corrections of \$15,000 was approved for the purpose of holding a training seminar in preparation for implementation of the Control Release Act.

Workload projections for FY 1990-91 were prepared as well as budget forms for inclusion in the Legislative Budget Request. Figures were submitted to the Governor's Office of Planning and Budgeting for inclusion in the Florida Ten-Year Summary of Appropriations.



Staff in Administrative Services review budget requests and future projections.

YEAR IN REVIEW

Planning and Evaluation

FINANCE AND ACCOUNTING

The Parole Commission completed an austere year financially, experiencing a budget cut in December 1989 of \$142,506 and three (3) positions. The adjusted annual budget for FY 1989-90 was:

Salaries	\$4,166,901
Expenses	784,306
OCO	5,949
OPS	87,010
Data Processing Services	2,562
TOTAL	\$5,046,728

The fiscal year was completed with no significant overexpenditures and no reversion of funds.

Administrative Services relocated its offices from Washington Square on Blairstone Road to the 3rd floor of building 5 in the Winewood office complex. The Washington Square lease expired on 6/30/89.

PERSONNEL

All Career Service employees were granted a competitive pay adjustment of 4% of their base salary on January 1, 1990.

Pay increases for Senior Management and Selected Exempt employees were also granted on January 1, 1990 in amounts from 2% to 4%.

A new procedure directive on Attendance and Leave was implemented and the existing directives on Selection Procedures and Work Hours were revised.

The annual Affirmative Action Plan was sent to the Department of Administration as required by statute.

A classification package was developed in preparation for the implementation of the Control Release Program.

Personnel Workload

Payroll Change Orders	555
Supplemental Payroll Actions	97
New Employees	13
Terminations	24
Promotions	7
Demotions	0
Reassignments	1
Classification Actions	21
Job Opportunity Announcements	21
Notification Letters	90
Employment Information Letters	81



Staff in personnel review pay information on the COPES terminal.

CLEMENCY ADMINISTRATION

Clemency Administration provides executive clemency investigation information so that the Governor and Cabinet can consider whether or not to grant clemency.

Together with the Office of Executive Clemency, this department processes information regarding eligibility for automatic restoration of civil rights when an offender exits the criminal justice system by expiring his commitment or completing his period of community supervision.

In capital punishment cases, clemency interviews are conducted at Florida State Prison. The Clemency department is responsible for the compilation of investigative material, case material and update information derived from the interview. A Commissioner interviews the inmate in the presence of defense counsel and a transcript of the interview is submitted to the Governor and Cabinet as well as to defense and state attorneys.

The Clemency department, with the assistance of the Commission's field staff, is responsible for the limited investigation surrounding the automatic restoration of civil rights cases which does not require a recommendation by the Florida Parole Commission to the Board of Executive Clemency.

An extensive investigation is made by field staff in cases of request for full pardon, firearm authority, conditional pardon, restoration of civil rights in the State of Florida, and restoration of residential rights. An advisory recommendation is then provided by the Parole Commission to the Board of Executive Clemency.

All requests for a waiver of the rules are reviewed by the Commission. Probationers who have completed supervision and are requesting waiver of the rules will undergo field investigation of their offense, criminal record, social status, payment of fines, child support, and community reputation. All inmate case material and application documents are made available to the Commission so that a majority recommendation on the waiver may be made to the Board of Executive Clemency.

CLEMENCY PROCESS

Executive clemency power, an act of grace, was vested in the Governor by the Florida Constitution of 1968. The Governor may, by executive order, suspend collection of fines and forfeitures and grant reprieves not exceeding sixty days. With the approval of three members of the full Cabinet sitting as the Board of Executive Clemency, the Governor may grant clemency as listed below except in cases of treason or impeachment. The Parole Commission carries out investigations to assist the Governor and Cabinet in making

these decisions.

Conviction of a felony in Florida results in a loss of civil rights: to hold public office, to sit on a jury, and to own, possess or use firearms. Also, in many cases, it may result in denial, revocation, or suspension of professional licenses.

If granted, a *full pardon* would unconditionally forgive guilt and entitle an applicant to all the rights of citizenship enjoyed prior to conviction.



Staff in clemency review files to determine restoration of civil rights eligibility.

A *conditional pardon* releases an applicant from punishment only if certain conditions are fulfilled. It forgives guilt and entitles the applicant to the rights enjoyed prior to conviction.

A *remission* would suspend or remove any fines or forfeitures.

After civil or residential rights have been restored, application may be made for *specific authority to own, possess, or use firearms*. The applicant must comply with requirements of the Federal Gun Control Act of 1968.

If *restoration of civil rights* is granted to an applicant convicted of a felony in Florida, all or some of the rights of citizenship enjoyed prior to conviction would be restored. If the applicant was convicted of a felony in another jurisdiction, such restoration is in effect only as long as he is a resident of Florida.

If *restoration of residence rights* is granted to an applicant who is not a citizen of the United States, it restores any and all rights he enjoyed as a resident of Florida prior to conviction.

If an applicant is determined eligible for *automatic restoration of civil rights* by the Commission or Clemency Administration and no objections are filed by members of the

Clemency Board, these rights would be restored except firearm authority.

Study and consideration of *commutation* is provided in *capital punishment cases*. With the conclusion of the State Courts appeal process, the Governor or any member of the Cabinet may request investigation by the Parole Commission into any factors relevant to commutation. Each case is placed on an agenda of the Board of Executive Clemency and oral arguments are presented by the appropriate State Attorney and attorney for the inmate. The process could result in a change of penalty to one less severe.

An applicant may request a *waiver of the rules* in order to be considered for a form of clemency for which the applicant is ineligible to apply according to the Rules of Executive Clemency of Florida. If granted a *waiver of the rules* by the Board of Clemency, the Office of Executive Clemency may then accept the application.



Staff in clemency receive calls from around the state inquiring about the clemency process.

YEAR IN REVIEW

The staff of the Clemency department continued to meet its objective of fulfilling the investigative requirements of the Board of Executive Clemency.

The Capital Punishment Research Specialist reviewed the Supreme Court files and the Department of Corrections files, and prepared investigative briefs on 12 capital cases. This involved travelling to Florida State Prison at Starke to interview the death row inmates and to the Capitol to attend public hearings before the Board of Executive Clemency.

Staff attended four meetings of the Board of Executive Clemency assisting the Chairman in responding to inquiries from the Board.

Offenders terminating community supervision that were reviewed for restoration of civil rights increased to 15,034. The number of inmates released by expiration of sentence from the institutions and reviewed for restoration of civil rights decreased by 5,541 to 12,732.

The agency's work in clemency investigations was adversely affected by budget limitations during the fiscal year. It was necessary to limit staff travel during June, 1990 to only the most essential duties. Consequently, clemency investigation figures were artificially lower for the year.

CLEMENCY ADMINISTRATION WORKLOAD

Workload

FY 89-90

Processing field services clemency investigations/restoration of civil rights	235
Processing capital punishment cases	12
Capital punishment interviews	10
Processing parolees/probationers terminating supervision for automatic restoration of civil rights	15,034
Processing inmates expiring sentences for automatic restoration of civil rights	12,732
Processing interstate compact parolees terminating supervision for ARCR	50
Processing commutation of sentence cases	3
Processing waivers	103
Clemency Board Decisions	248

PAROLE GRANT

Parole Grant is directly responsible for parole and conditional release programs and for offering post-conviction services to victims. It is also responsible for providing public notice of the Commission's weekly public hearings.

ADMINISTRATIVE REVIEW / MUTUAL PARTICIPATION PROGRAM / INTERVIEW SCHEDULING

This area of responsibility reviews documents received from inmates requesting review of a Commission action. Staff ensures that the documents received meet Commission criteria to be docketed. This section is also responsible for scheduling all interviews for inmates eligible for parole, conditional release and parole supervision reviews. In addition, this section oversees the mutual participation program, which provides inmates with the opportunity to enter into contract negotiations with the Department of Corrections and the Florida Parole Commission for a specific parole date, which is prior to the already established presumptive parole release date.

PAROLE GRANTING

This section provides administrative and clerical support to the Commission in its consideration of parole and conditional releases. This support ranges from the maintenance of official voting dockets to the production of Commission orders.



Staff in Parole Grant prepare dockets for Commission action.

WORK PROCESSING

This section prepares case files and Commission dockets for weekly Commission voting sessions. Other responsibilities

include preparation for the Commission meetings with respect to persons who may wish to appear to speak at the meetings and notification of visitors.

INTERSTATE COMPACT

This section provides the administrative link between the Commission and Parole Boards in other states, coordinating administrative matters ranging from securing out-of-state parole plan information to administrative involvement in the return of parole violators. In addition, this section coordinates the recommendation of the presumptive parole release date and schedules subsequent and effective interview dates for out-of-state inmates.

VICTIM SERVICES

Funded by a Victims of Crime Act grant, this section identifies victims at the beginning of the parole decision-making process by conducting file reviews. Staff requests special investigations to document information regarding victim locations. Victims are contacted and advised of their options to participate in Commission proceedings and are advised of the inmate's status. The coordinator attends Commission meetings to meet with victims, victims' families and victim advocacy groups.

THE PAROLE PROCESS

Inmates who committed an offense which resulted in a conviction prior to October 1, 1983 are eligible for parole consideration. Inmates whose offense occurred prior to October 1, 1983 and who were convicted and sentenced on or after October 1, 1983 may elect to be sentenced pursuant to sentencing guidelines, Rule 3.701 and Rule 3.988, Florida Rules of Criminal Procedure, or elect to remain parole eligible. Capital life felons are eligible for parole consideration after service of the mandatory minimum 25 years.

As a result of an inmate's initial interview, the Commission establishes a presumptive parole release date (PPRD) based on the salient factor score, severity of offense behavior and aggravating or mitigating factors. The inmate may request an administrative review of his presumptive parole release date to verify the accuracy of the PPRD computation.

At subsequent interviews, Commissioners review the status of the inmate's case since the last interview focusing on institutional adjustment, and other new information. Special interviews may be conducted in instances of serious medical problems, on receipt of court orders modifying sentences, or on recommendation from the Department of Corrections.



Staff review workload for Commission review and final decisions.

The Commission conducts effective interviews to review inmates' institutional adjustment and proposed release plans. Within 90 days of the effective parole release date interview, the Commission must notice the sentencing court and allow 30 days for the court's response to the notice. After establishing an effective parole release date, the Commission may postpone the release if disciplinary actions are taken against the inmate, if new criminal charges are filed, or if field reports confirm an unsatisfactory parole plan.

Each parolee is given an Order of Parole containing standard conditions of parole. The Commission has the authority to add special conditions of parole for the benefit of the parolee and for the protection of society. Restitution is important in the paroling process, and the Commission makes every effort to secure restitution for the victims. The inmate may request one review of the terms and conditions of parole which must be initiated within 120 days of the date he received a certified copy of the terms and conditions of his parole.

The Commission also establishes mutual participation program agreements. This program involves development of a formal agreement between the inmate, the Department of Corrections and the Commission, and provides an incentive mechanism for an inmate to gain parole release prior to his PPRD.

Persons serving single or concurrent sentences are paroled up to a two-year parole term unless the Commission stipulates in writing the reasons for an extended parole period. Those serving a consecutive sentence or sentences are paroled for the maximum period of the court-imposed sentence.

THE CONDITIONAL RELEASE PROCESS

Inmates who are convicted of a crime committed on or after October 1, 1988, which crime is contained in category 1, 2, 3, or 4, of Rule 3.701 and Rule 3.988, Florida Rules of Criminal Procedure (sentencing guidelines) and who have served at least one prior felony commitment at a state or federal correctional institution or is sentenced as a habitual or violent habitual offender shall, upon reaching their tentative release date or the provisional release date, whichever is earlier, be released under supervision subject to specified terms and conditions, including payment of the cost of supervision pursuant to Section 945.30, Florida Statute.

During FY 1989-90, 125 conditional release cases were reviewed and 85 actual releases to conditional release supervision occurred.

PAROLE SUPERVISION REVIEWS

The Commission is required to review the progress of each person who has been placed on parole after two (2) years of supervision in the community and biennially thereafter. The review includes consideration of whether or not to modify the reporting schedule of the parolee, or to submit reports quarterly, semi-annually or annually. The Commission may further modify the terms and conditions of the person's parole, may discharge the person from parole, may relieve the person from making further reports or may permit the person to leave the state or country upon determining that such action is in the best interest of the person and of society.

VICTIM SERVICES

Victim Services is responsible for ensuring that the Commission is in compliance with the Victim's Assistance Law (Chapter 960, Florida Statute) and other statutes governing victims' rights relating to parole, and conditional release. The Commission is sensitive to the rights of victims and carefully considers their input in their deliberations regarding releases.

Victim Services made over 600 contacts in providing services to victims during the 1989-90 fiscal year. Services include personal contact with victims at public parole hearings, letters, telephone calls, and investigations conducted by field staff to locate and explain to victims their rights in the parole process.

Victims' rights include the right to be notified of public hearings scheduled by the Commission to consider whether to grant or deny parole, or make adjustments to inmates' tentative parole dates. Victims of crimes committed by parole

eligible inmates have the right to make oral statements at the public hearings or submit written statements to the Commission concerning parole. Victims also have the right to be notified when an inmate will be paroled. Assistance to victims was provided at public hearings in Tallahassee, Orlando, Tampa, Fort Lauderdale and Miami during this fiscal year.

During the year, the Victim Services Administrator spoke to various victim advocacy groups throughout the state to inform them of victims' rights in the parole process.

The Commission is a member of the Florida Network of Victims' Witness Services, a statewide advocacy group that promotes the rights of victims. The Victim Services Administrator is a member of the Governor's Coordinating Council on Victims' Rights. The Administrator also works closely with victims' rights groups throughout the state: Mothers Against Drunk Driving (MADD), Parents of Murdered Children, victim witness counselors in State Attorney offices, and other victim advocacy groups.

The Commission has a Victims' Advocacy Advisory Committee which offers valuable advice to the Commission concerning policy and programs as it relates to victims. The committee is composed of knowledgeable persons who are active in the victims' rights movement. Most members are also members of the Governor's Coordinating Council on Victims' Rights. Parole Commissioner Judith A. Wolson serves as Chairman for the committee and the other members are as follows:

Paul Freeman, Chief Bureau of Crime Victims' Rights Office of the Attorney General	Gail London Victim/Witness Coordinator Office of the U.S. Attorney
Pam Hellett, Director Victims' Rights Coordinator Office of the Governor	Betty Jane Spencer Administrator Florida MADD
Meg Bates, Chief Bureau Crimes Compensation	Maury Kolchakian General Counsel Florida Sheriff's Association
Jeanie Becker-Powell Administrator Crimes Compensation	Mark Lazarus Victim Assistance Counselor Department of Corrections
Kay Rufkin Victim/Witness Counselor Office of the State Attorney	Dix Darnell Victim Services Administrator Florida Parole Commission

YEAR IN REVIEW

The parole technician supervisors and staff traveled with Commissioners to 17 meetings outside of Tallahassee to record the official Commission dockets on inmate cases. The areas visited were Jacksonville, Fort Lauderdale, Miami, Orlando, and Tampa. This program met with great success increasing the volume of visitors attending Commission meetings. These meetings were suspended December, 1989 as a result of budget cuts.

The Victim Services Office acquired federal funds in FY 1989-90 to continue to enhance the Commission's role in assisting victims in the parole process. The Victim Services Administrator was intimately involved with victims at all Commission meetings. The Victim Services Administrator spoke to various victim advocacy groups throughout the state to inform them of victims' rights.

PAROLE GRANT WORKLOAD

Workload	FY 89-90
Organize & prepare case files for out-of-town meetings	17
Dockets written, copied & distributed	51
Addendum dockets written, copied & distributed	102
Total cases docketed	6,432
Vote sheets & orders prepared	7,029
Requests for mental health status reports, medical reports, post sentence investigations, etc.	378
Mental health status reports, post sentence reports, investigations, medical reports, etc., received and processed	375
Information received, copied & distributed (victim & visitor notification, restitution & pre-parole investigations)	5,010
Agendas & addenda mailed	3,702
IOC's adding interviews posted, transaction sheets received	1,385
Judges notices received & filed	392
Interviews received	4,512
File requests made & received	6,922
Files retrieved for the DOC file room after cases docketed	734
Visitor mail received	652
Visitor letters mailed	3,906
Visitor lists prepared	50
Inmate cases with visitors	2,361
Victims notified	407
Visitors at hearings	2,884

FIELD SERVICES

Field Services is geographically divided into five regions, each corresponding to the boundaries established for the Department of Corrections. Each region has a regional office and one or more satellite offices. The number of offices is determined by the geographic and/or demographic make-up.

This regional division minimizes travel and allows personnel in each region to adopt such localized policies and procedures as may be uniquely necessary for efficient interaction with the Department and other criminal justice components. Regions are managed by a supervisor who administers the day-to-day activities of the field staff. This staff of parole examiners is responsible for carrying out a variety of functions which impact on all aspects of the Commission's operation.

Examiners are responsible for verifying the eligibility of inmates for parole consideration through a meticulous review of court documents related to sentencing guidelines. Verification of an inmate's proposed release plan is accomplished by on-site investigation and analysis. Examiners locate victims and verify the amount of restitution owed. Parole supervision reviews are conducted in partnership with the supervising parole officer in order to periodically re-evaluate the status of individual parolees. Executive Clemency investigations are conducted and may include full pardon clemency requests; conditional pardons; the grant of authority to own, possess or use firearms; restoration of civil rights; requests for individual waiver of the Rules of Executive Clemency and Treaty Transfer investigations on behalf of other countries. The timely delivery of notices to judicial authorities is accomplished locally. Recision hearings are conducted in cases when it is determined there are significant developments which may impact on an order of parole not yet executed.

Parole examiners conduct in-depth reviews and analytical interviews in State, County and Federal custodial facilities, making appropriate recommendations to the Commission regarding the establishment of and adjustments to parole release dates, and the qualifications of inmates for conditional release. In concert with staff of the Department of Corrections and inmates, they review and analyze mutual participation parole proposals, conduct negotiations, renegotiations, amendments and violation hearings for the Commission's review and decision.

Examiners issue subpoenas and conduct preliminary parole revocation hearings locally to determine whether there is probable cause that a parolee has violated the terms and conditions of the release. Examiners also conduct bond hearings on Commission warrants, and conduct final parole revocation hearings. In each of these matters the findings and

recommendations are forwarded to the Commission for review and resolution. Examiners also conduct final revocation hearings on cases involving conditional release violation.

COMMUNITY BASED ACTIVITIES

An important function of the field staff is its interrelationship with the local community. Regional and satellite offices provide citizens with local access to the Commission. Countless hours are spent assisting citizens with their questions and concerns. Field staff also make arrangements for and assist in the conduct of Commission meetings outside Tallahassee.

In the absence of legislative funding to provide legal counsel to indigent parole and conditional release violators who choose to exercise their due process rights, field staff continue to involve themselves with the courts, local bar associations, and private attorneys in order to insure that no individual's rights are abridged as the result of funding deficiencies.

DEVELOPMENT AND TRAINING

FY 1989-90 brought with it a continuation of the Commission's efforts to constantly improve on its ability to provide services to the State. In keeping with this aim, the field offices continued to receive computer training. Additional computers were brought on-line. Now, all field offices have ready access to the Justice Data Center database. This has resulted in a significant increase in productivity and accuracy.

YEAR IN REVIEW

Field Services

FY 1989-90 was a year devoted to the development of the Control Release program which will effectively deal with the crisis in prison overcrowding without creating increased risk to society. This past year Field Services was involved in a complex series of pilot projects in an effort to develop a workable criteria that would assess risk in relieving overcrowding. The Field Services section will be an integral part in the implementation of this new program during FY 1990-91.

FIELD SERVICES WORKLOAD**WORKLOAD****FY 89-90****Revocation Related:**

Initial Preliminary Hearing Interviews	654
Preliminary Hearings	283
Bond Hearings	459
Initial Pre-Revocation Interviews	478
Staff Revocation Hearings	97
Conditional Release Violation Hearing / Initial Reviews	4
Conditional Release Revocation Hearings	4

Clemency Related

Clemency Investigations	266
Restoration of Civil Rights	17,003
Waiver Investigations	6

Parole/Release Related

Initial Interviews	458
Biennial/Special Interviews	2,830
Effective Interviews	420
County Jail Interviews	0
Other: Eligibility Review	776
County Jail Checks	1,042
Type A Investigations	1,665
Type B Investigations	522
MPP: Proposal Reviews	84
Negotiations	74
Violation Hearings	3
Renegotiations/Amendments	5
Recision: Initial Interviews	24
Hearings	23
Judicial Notification	517
Pre-Parole Investigations	344
Parole Supervision Reviews	527
Supervision Eligibility Reviews	339
Treaty Transfer	0
Conditional Release Interviews	109
Conditional Release Eligibility Reviews	536
Conditional Release Pre-Release Investigations	67

THE REVOCATION PROCESS

The Commission has the authority to issue a warrant for any person it has reasonable grounds to believe has violated terms or conditions specifically enumerated in the parole or conditional release order. Based upon factual information the Commission may release the person on bail or on his own recognizance (ROR), or may revoke the parole or conditional release to protect society and ensure public safety.

Revocation Specialist

The Revocation Specialist's duties evolve from the revocation process of parole or conditional releasees who allegedly violate. They analyze violation reports and follow-ups, process warrant documents, prepare extradition documents, coordinate, plan and participate in final parole revocation hearings, respond to verbal and written inquiries on individual cases, and prepare legal orders, subpoenas and other documents relating to the revocation process.

Parole Revocation

After the Commission issues the warrant, it conducts a preliminary hearing in the county of arrest within 30 days to determine if there is probable cause or reasonable grounds to believe that a violation did occur. The alleged violator is entitled to be present at the hearing, to subpoena defense witnesses, to be represented by counsel, and to cross examine state witnesses. He may waive the preliminary hearing or postpone the hearing until local charges by the State or other prosecuting authorities are disposed of. He may also request bond or release on recognizance from the Commission warrant.

If probable cause is found, the alleged violator is returned to one of five Department of Corrections reception centers (unless released on ROR). The Commission has 60 days from the date of written notification of the parolee's return to custody to convene a final hearing. This hearing is designed to determine if terms or conditions of parole have been violated and if so, whether the parolee should be returned to prison to serve the sentence previously imposed upon him, reinstated to the original order of parole, or discharged from supervision. The Commission may place parolees on community control by special order which contains the terms and conditions of community control.

Legal Representation for Indigents

The Commission contracts each year with private attorneys to represent parolees at final revocation hearings. Attorney John Middleton of Melrose, Florida provides legal services to the North Florida Reception Center, Central Florida Reception Center, and the Florida Correctional Institution for Women. Attorneys Mike Gold and Roberta Fox of Miami, Florida provide legal services to the South Florida Reception Center and Broward Correctional Institution for Women.

Statewide, 397 final hearings were held with 127 parolees being appointed counsel. 43.3% were represented by contract attorneys.

Conditional Release Revocation

If the Commission has reasonable grounds to believe that an offender has violated the terms and conditions of his conditional release, a warrant is issued for the arrest of the releasee. Within 45 days after his arrest, the Commission must conduct a hearing. If he elects to proceed with a hearing, the offender must be informed of the alleged violation with which he is charged; his right to be represented by counsel; his right to be heard in person; his right to subpoena the attendance of witnesses relevant to the proceeding; his right to produce documents on his own behalf; his right of access to all evidence used against him and to confront and cross-examine adverse witnesses; and his right to waive the hearing. Within a reasonable time after the hearing, the Commission enters its order determining whether the charge of violation of conditional release has been sustained based upon the finding of fact. By such order, the Commission may revoke conditional release and return the violator to prison to serve the sentence imposed upon him; reinstate the original order granting conditional release; or enter such order as it considers proper.



Revocation staff review files for final revocation hearings.

YEAR IN REVIEW

Revocations

With the implementation of the Control Release Authority, Florida Statutes 947.146, a significant increase of workload will be seen in the Fiscal Year 1990-91. A major emphasis in this department will be related to control release revocation matters. The 1989-90 Legislative Session, which created the Control Release Authority, appropriated additional revocation staff positions in anticipation of this increase.

Final parole revocation hearings were held at the five Department of Corrections' reception centers throughout the state. The first hearings at Central Florida Reception Center were held in May of 1989. Additional hearing locations required more travel.

Automation has brought improved efficiency and speed in the processing of all revocation matters. Over 125 years of combined Parole Commission experience elevates the revocation staff's continued efforts to improve and advance all work products. 2,500 warrants were reviewed for status and all outstanding warrants were entered into the Criminal Justice Data Center and the National Crime Information Centers' computer systems. This will assist law enforcement in the apprehension of Florida parole violators. On-call (after hours duty) Revocation Specialists received approximately 216 notifications of parole violators being detained nationwide for return to state custody.

PAROLE REVOCATION WORKLOAD

Workload	FY 89-90
Processing issuance of warrants	448
Processing existing warrants	131
Processing preliminary revocation interviews and hearings	590
Issuing final revocation hearing notices	419
Preparing final revocation hearings	468
Assisting Commissioners at final revocation hearings	285
Processing final outcomes	435

The General Counsel's Office provides legal advice and representation to the Commission and staff in matters pertaining to the Commission's statutory duties. Administratively, the General Counsel's Office is under the direction of the Chairman.

Although, by statute, the Attorney General has been designated as legal advisor to the Commission, the high volume of litigation has necessitated a full-time legal staff. As a result of this litigation, a considerable body of case law has accrued in what has become a specialized area of the law. Legal staff knowledgeable in this field are readily available at all times for in-house consultation.

The litigation caseload is diverse. It includes extraordinary writ proceedings, administrative rule challenges, declaratory statements, and all appeals from these proceedings. Attorneys in the General Counsel's Office represent the Commission at all levels, in both state and federal courts by filing all necessary pleadings and briefs and appearing before the judges of these courts when required.

Most of the litigation caseload involves extraordinary writ proceedings brought by prison inmates. An inmate may file a petition for writ of mandamus in State Circuit Court to seek judicial review of his presumptive parole release date, as established by the Commission. In addition, some inmates have sought judicial review of various aspects of their parole revocation proceedings, by filing habeas corpus petitions in the Circuit Court.

Once an inmate has exhausted his state judicial remedies, he may attempt to seek relief in federal courts by filing a petition for writ of habeas corpus. Such petitions are considered by the United States District Courts, and are subject to appeal to the Eleventh Circuit Court of Appeals. The United States Supreme Court, on rare occasions, may decide to review a case from the Circuit Court of Appeals.

It is anticipated that additional litigation will result from implementation of the new Control Release law, effective September 1, 1990. Challenges may arise regarding eligibility for Control Release, as well as challenges to any revocations that may subsequently occur.

In addition to its litigation caseload and in-house advisory function, the legal staff is called upon to issue General Counsel Opinions for use by the Commission and its staff in formulating policy, interpreting statutory and decisional law, and applying existing administrative rules. Staff attorneys also prepare legal opinions and participate in a number of special projects.



Commission legal staff prepare briefs for appeals filed in state and federal courts.

YEAR IN REVIEW

Office of the General Counsel

The Office of the General Counsel was staffed during the 1989-90 fiscal year with the general counsel, two staff attorneys, one executive secretary and one administrative secretary. Nearly 200 new lawsuits were filed in various courts, with the Florida Parole Commission as a named party. The bulk of this litigation involved challenges to Commission actions on presumptive parole release dates and parole revocation decisions. However, there were also inmates seeking declaratory judgments as well as challenges to the Commission rules. The issues raised in these proceedings have become increasingly more complex over time. In spite of this complexity and diversity, a high percentage of these cases were brought to a successful conclusion.

In addition to the litigation duties, the office was involved in a wide range of other Commission activities and projects. Most significant was the preparation for implementation of the Control Release Program, which involved promulgation of rules, preparation of forms, preparation of a Control Release pamphlet, and assisting the Legislature in amending and clarifying the Control Release Statute.

Attorneys from the office regularly met with Revocations staff to discuss upcoming parole revocation hearings, and to determine whether the hearings presented any particular legal problems. On occasion, attorneys attended revocation hearings to provide legal advice to the hearing Commissioner. Further, the General Counsel worked with Revocations in drafting contracts for legal representation of indigent parolees at final revocation hearings.

Office staff participated in a number of training sessions and activities sponsored by the Florida Bar, in order to maintain

and sharpen their skills. In addition, General Counsel attended meetings of the Corrections Committee, Florida Coun-

cil on Crime and Delinquency, and Crime Prevention Committees.

GENERAL COUNSEL WORKLOAD

Administrative Duties:		1989-90
A.	Verbal advice	391
B.	Legal opinions	50
C.	Special projects	24
D.	Correspondence	124
	Memoranda	198
E.	Telephone calls	1062
F.	Declaratory statements and risk management	16
G.	Revocation hearings and meetings	152
H.	Legislative liaison	30
Litigation:		
A.	Appeals:	
	Briefs	35
	Motions	79
	Oral Arguments	0
B.	Extraordinary writ proceedings:	
	Responses	70
	Motions and Memorandum	0
	Motion hearings	1
	Remands	1
C.	General pleadings, motions and notices	15
D.	Administrative rule challenges:	
	Answers	0
	Motions	0
E.	Evidentiary hearings	2

Carrie Chambless
Secretary Specialist
12/02/69 - 03/13/90



Carrie Chambless retired March 13, 1990 after twenty years of continuous employment with the Florida Parole Commission and over twenty-five years with the State. Before coming to the Commission she worked for several years as a legal secretary with the Attorney General's Office.

Carrie was secretary to Parole Examiner John R. Skinner when the parole examiners were based in Tallahassee. She worked in several other Commission offices and as legal secretary to the Commission's General Counsel. At the time of her retirement she was a secretary in the Parole Granting Section.

Carrie was an excellent secretary and was considered an expert in the use of the English language. Her talents were called upon from every sector.

John R. Skinner
Parole Examiner Supervisor
04/24/61 - 04/30/90



John Robert Skinner began his professional career in the criminal justice system with the Florida Parole Commission in the State of Florida on April 24, 1961, and retired April 30, 1990. During John's tenure with the Commission he was assigned to the Pensacola, Quincy, Tallahassee and Chattahoochee offices. He was born in Jacksonville, Florida, graduated from Havana High School and attended the University of Florida 1944-45. He was a Carrier Based Fighter Pilot in the United States Navy from 1945 to 1949. He graduated from Florida State University in 1961, with a B.S. Degree in Arts and Sciences and a major in Geography.

Doris Jean Allen
Purchasing Agent I
01/10/67 - 06/15/90



Doris Jean Allen was born in Cobbtown, Georgia. She began work with the Florida Parole Commission in January, 1967, as a Mail Clerk. With several promotions throughout her career, she retired as the Commission's Purchasing Agent in June of 1990.

In January of 1987, Jean was commended by Chairman Fontana for her prompt and decisive action in providing CPR to her friend and co-worker Eugenia Smith.

In October of 1987, Jean was again commended for her efforts as coordinator of the Florida State Employees Campaign by Bill Gunter, State Treasurer and Insurance Commissioner.

FIVE YEARS AND MORE

Kurt Ahrendt, Senior Attorney, Central Office
Harvey Buckner, Parole Examiner I, Region V
Gloria Fain, Secretary Specialist, Central Office
Sally Flagg, Secretary Specialist, Central Office
Brenda Gray, Executive Secretary, Central Office
Shirley Ingram, EDP Technician, Central Office
Cynthia Jones, Sr. Word Processing Systems Operator, Central Office
Elizabeth Layman, Parole Examiner Supervisor, Region V
Nancy Lockwood, Secretary Specialist, Region II
Teresa Martin, Administrative Secretary, Central Office
Anne Mortensen, Executive Secretary, Central Office
Billy Pelham, Director of Administrative Services, Central Office
Ruth Anne Reese, Administrative Assistant II, Central Office
Clarence Rudloff, Director of Field Services/Revocation, Central Office
Linda Summers, Executive Secretary, Central Office
Tamara Traylor, Administrative Secretary, Central Office
Linda Vaughan, Executive Secretary, Central Office
Donald Witt, Parole Examiner I, Region III
Deborah Wright, Clerk Typist Specialist, Region II

TEN YEARS AND MORE

Frances Duncan, Parole Technician, Central Office
John Franks, Parole Examiner Supervisor, Region III
Peggy Gibbs, Secretary Specialist, Region I
Jody Ireland, Administrative Assistant I, Central Office
Sandra Jennings, Parole Examiner II, Region II
LaVerne Lamb, Administrative Assistant II, Central Office
Dian Morin, Secretary Specialist, Region II
Roosevelt Perkins, Parole Examiner II, Region IV
Rochester Roberts, Parole Examiner I, Region II
Sheila Roberts, Secretary Specialist, Region IV
Peggy Snelling, Secretary Specialist, Region V
Charles Stockton, Parole Examiner I, Region V
Nettie Vickers, Clerk IV, Central Office
Ida Walker, Clerk Specialist, Central Office
Carolyn Williams, Executive Secretary, Central Office
Karel Yedlicka, Parole Examiner I, Region II

FIFTEEN YEARS AND MORE

Wilma Burns, Secretary Specialist, Region III
Sara Edenfield, Sr. Clerk, Central Office
Winnofae Fair, Sr. Executive Secretary, Central Office
Cynthia Griffin, Administrative Secretary, Central Office
Mike Hamm, Revocation Specialist, Central Office
Ronald Harrell, Parole Examiner I, Region I
Josephine Jackson, Clerk Specialist, Central Office
Phyllis Keenan, Parole Technician, Central Office
Frank L'Hommedieu, Parole Examiner Supervisor, Region I
Julia McGill, Parole Technician, Central Office
David Roberts, Administrative Assistant II, Central Office
Paula Stevenson, Revocation Specialist, Central Office
William Sutton, Parole Examiner I, Region III
Malinda Thomas, Parole Technician, Central Office
James Trotter, Parole Examiner I, Region II
Herman Watkins, Parole Examiner II, Region II
Ora Wilson, Executive Secretary, Central Office

TWENTY YEARS AND MORE

Ray Chancey, Parole Examiner I, Region III
Gloria Claiborne, Parole Technician Supervisor, Central Office
Sherry Colvin, Administrative Assistant II, Central Office
Samuel Cooper, Parole Examiner I, Region V
Merle Davis, Director of Parole Grant, Central Office
Lionel Garcia, Parole Examiner II, Region V
Lynda Henderson, Administrative Assistant III, Central Office
Ann Knight, Fiscal Assistant II, Central Office
Richard Lonsinger, Parole Examiner I, Region I
Howard L. Miller, Revocation Specialist, Central Office
Hunter Pfeiffer, Parole Examiner I, Region I
Donna Robinson, Administrative Assistant II, Central Office
Lola Taylor, Accountant IV, Central Office

TWENTY FIVE YEARS AND MORE

William Browning, Parole Examiner Supervisor, Region II
Wanda Bryan, Parole Technician Supervisor, Central Office
Edward Jenkins, Parole Examiner Supervisor, Region V
Spence McCall, Parole Examiner Supervisor, Region III
Annette Messer, Executive Secretary, Central Office
Carolyn W. Tibbetts, Capital Punishment Research Specialist, Central Office
Lena Tipton, Administrative Secretary, Region I
Gloria Williams, Senior Clerk, Central Office

THIRTY YEARS AND MORE

Judy Hansen, Administrative Secretary, Region II
Ray E. Howard, Director of Clemency Administration, Central Office

**CHAIRMAN'S AWARD 1989-90
CATEGORY I**

Ray Howard



Ray Howard is totally dedicated to the Parole Commission and has been for over thirty years.

He performs his duties and handles his responsibilities in an exemplary manner. Ray always has time to assist others who are in need of his knowledge and guidance.

During FY 1989-90, Ray was appointed by the Commission's Chairman to head the Control Release task force. The mission of this task force was to recommend criteria, procedures and a method of implementation for the new Control Release Program. Ray did this in his usual excellent manner, serving on every phase of the program and coordinating all areas of the new, complex program.

The Parole Commission is fortunate to have Ray Howard on its staff.

**CHAIRMAN'S AWARD 1989-90
CATEGORY II**

Teresa Martin



Teresa has been with the Florida Parole Commission since May of 1983. She started her career as a Clerk Typist Specialist in Work Processing. She attained the position of Secretary Specialist in 1986, and was promoted to Administrative Secretary, Field Services in August of 1987. She presently is the Administrative Secretary for the Office of Revocations. Teresa was nominated and selected to receive the Chairman's Award for her untiring job performance, her work ethic, and the fact that she is always willing to help others in the criminal justice community and the State of Florida. Congratulations, Teresa!

EMPLOYEE OF THE YEAR 1989-90

Ms. Gloria Claiborne



Ms. Claiborne has been continually employed with the Florida Parole Commission since April 1, 1968. She is a former member of the National Secretary Association. Since her employment she has been promoted no less than seven times. She is currently supervising parole granting as the Parole Technician Supervisor and has been in this capacity since December 1, 1984. Ms. Claiborne has given the Parole Commission over twenty-two years of unequivocal experience and knowledge. She has an excellent working relationship with the Commission members, staff and related agencies. Thank you, Gloria.

Chapter 90-337, S.20, extended the repeal date (sunset) of the Florida Parole Commission from October 1, 1991 to October 1, 1993.

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in Florida Parole Commission
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FLORIDA PAROLE COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
June 30, 1990

Revenues:			
General Revenue Appropriation	\$ 5,046,728.00	\$ 5,046,728.00	\$ 0.00
Less Reversions 06-30-90		(1,107.93)	(1,107.93)
 Total Revenues	 \$ 5,046,728.00	 \$ 5,045,620.07	 \$ (1,107.93)
 Expenditures:			
Salary	4,177,421.00	4,177,421.00	0.00
Other Personal Services	86,400.00	86,392.93	7.07
Expenses	775,543.00	774,576.09	966.91
Operating Capital Outlay	4,802.00	4,668.05	133.95
Data Processing Services	2,562.00	2,562.00	0.00
Certified Forward	36,600.02	35,463.10	1,136.92
 Total Expenditures	 \$ 5,083,328.02	 \$ 5,081,083.17	 \$ 2,244.85
 Excess of Revenue over (under Expenditures)	 (36,600.02)	 (35,463.10)	 (1,136.92)
 Fund Balances July 1, 1989		45,200.78	45,200.78
 Reverted to General Revenue Unallocated 12-31-89		(1,136.92)	(1,136.92)
 Increases (Decreases) in Supply Inventory		(808.79)	(808.79)
 Fund Balances June 30, 1990	 \$ (36,600.02)	 \$ 7,791.97	 \$ 44,391.99

FLORIDA PAROLE COMMISSION
COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS
June 30, 1990

	Governmental Fund Type		Account Groups		Total
	General Revenue	Trust and Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
ASSETS:					
Unexpended General Revenue					
Releases	\$ 111,090.47	\$	\$	\$	\$ 111,090.47
Cash in State Treasury		11,654.93			11,654.93
Accounts Receivable		3,243.02			3,243.02
Due from Other Funds	8,378.11				8,378.11
Supply Inventory	7,791.97				7,791.97
Machinery and Equipment			484,001.75		484,001.75
Amount to be Provided					
General Long Term Debt				623,016.01	623,016.01
Total Assets	\$ 127,260.55	\$ 14,897.95	\$ 484,001.75	\$ 623,016.01	\$1,249,176.26
LIABILITIES:					
Accounts Payable	103,801.75				103,801.75
Due to Other Departments	13,997.61	8,378.11			22,375.72
Due to Other Governmental Units	561.29				561.29
Compensated Leave Balances				623,016.01	623,016.01
Due to General Revenue					
Unallocated	1,107.93	6,519.84			7,627.77
Total Liabilities	\$ 119,468.58	\$ 14,897.95	\$ 0.00	\$ 623,016.01	\$ 757,382.54
FUND EQUITY:					
Investments in General					
Fixed Assets			484,001.75		484,001.75
Reserved for Supply Inventory	7,791.97				7,791.97
Total Fund Equity	7,791.97	0.00	484,001.75	0.00	491,793.72
Total Liabilities and Fund Equities	\$ 127,260.55	\$ 14,897.95	\$ 484,001.75	\$ 623,016.01	\$1,249,176.26



Parole grant reviews files for the Commission docket.



Parole grant workload.

**1989-1990
ANNUAL REPORT
COMMITTEE**

Jeffrey L. Jansen, Chairman

Cindy Hoffman, Co-Chairman

Kevin Roberts, Report Format and Cover

Carolyn W. Tibbetts, Clemency, History of the Commission

Kurt Ahrendt, 1989-90 Legislation

Jody Ireland, Photography

Paula Stevenson, Revocations

Ruth Anne Reese, Commission

Linda Summers, Editing

Ray Howard, Consultant

Barbara Daniel, Advisor

Special thanks to Teresa Martin for assisting
the Chairman in typing, copying and editing.

This public document was promulgated at an annual cost of \$2100.00 or \$3.00 per copy to train staff and inform the Governor and Cabinet, members of the Legislature, and the general public of the status, accomplishments, and future goals of this agency. Pursuant to Florida Statutes 947.15.