

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
ESTIMATED EXPENDITURES				1000000
ESTIMATED EXPENDITURES - OPERATIONS				1001000
SALARY RATE				000000
SALARY RATE.....	6,822,904			
=====				
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	9,752,090			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	64,187			2261 9
TOTAL POSITIONS.....	146.00			
TOTAL APPRO.....	9,816,277			
=====				
OTHER PERSONAL SERVICES				030000
GENERAL REVENUE FUND -STATE	405,453			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	47,110			2261 9
TOTAL APPRO.....	452,563			
=====				
EXPENSES				040000
GENERAL REVENUE FUND -STATE	853,102			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	12,863			2261 9
TOTAL APPRO.....	865,965			
=====				
OPERATING CAPITAL OUTLAY				060000
GENERAL REVENUE FUND -STATE	16,771			1000 1
=====				
SPECIAL CATEGORIES				100000
CONTRACTED SERVICES				100777
GENERAL REVENUE FUND -STATE	393,606			1000 1
=====				

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2023-24 POS	AMOUNT	AGY REQ N/R FY 2023-24 POS	AMOUNT	AG REQ ANZ FY 2023-24 POS	AMOUNT	
FL COMMISN/OFFENDER REVIEW							78000000
PGM: PST-INCAR ENF/VIC RTS							78010000
PUBLIC PROTECTION							12
ADULT PRISONS							1206.00.00.00
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SPECIAL CATEGORIES							100000
RISK MANAGEMENT INSURANCE							103241
GENERAL REVENUE FUND -STATE		84,799					1000 1
LEASE/PURCHASE/EQUIPMENT							105281
GENERAL REVENUE FUND -STATE		25,000					1000 1
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		48,145					1000 1
DATA PROCESSING SERVICES							210000
OTHER DATA PROCESSING SVCS							210014
GENERAL REVENUE FUND -STATE		596,714					1000 1
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.....		146.00					
TOTAL ISSUE.....		12,299,840					
TOTAL SALARY RATE.....		6,822,904					
CASUALTY INSURANCE PREMIUM							1001090
ADJUSTMENT							100000
SPECIAL CATEGORIES							103241
RISK MANAGEMENT INSURANCE							
GENERAL REVENUE FUND -STATE		28,869-					1000 1

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS AMOUNT	POS AMOUNT	POS AMOUNT	CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
ESTIMATED EXPENDITURES				1000000
SALARY INCREASE FY 2022-23 -				
COMMISSION ON OFFENDER REVIEW -				
COMMISSIONER -				
EFFECTIVE 7/1/2022				1001190
SALARY RATE				000000
SALARY RATE.....	88,482			
	=====	=====	=====	
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	122,421			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	801			2261 9
TOTAL APPRO.....	123,222			
	=====	=====	=====	
TOTAL: SALARY INCREASE FY 2022-23 -				1001190
COMMISSION ON OFFENDER REVIEW -				
COMMISSIONER -				
EFFECTIVE 7/1/2022				
TOTAL ISSUE.....	123,222			
TOTAL SALARY RATE.....	88,482			
	=====	=====	=====	
SALARY INCREASE FY 2022-23 -				
STATEWIDE 5.38% PAY INCREASE -				
EFFECTIVE 7/1/2022				1001315
SALARY RATE				000000
SALARY RATE.....	347,579			
	=====	=====	=====	
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	410,382			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	2,685			2261 9
TOTAL APPRO.....	413,067			
	=====	=====	=====	
TOTAL: SALARY INCREASE FY 2022-23 -				1001315
STATEWIDE 5.38% PAY INCREASE -				
EFFECTIVE 7/1/2022				
TOTAL ISSUE.....	413,067			
TOTAL SALARY RATE.....	347,579			
	=====	=====	=====	

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS AMOUNT	POS AMOUNT	POS AMOUNT	CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
ESTIMATED EXPENDITURES				1000000
SALARY INCREASE FY 2022-23 -				
STATEWIDE \$15 MINIMUM WAGE INCREASE				
- EFFECTIVE 7/1/2022				1001325
SALARY RATE				000000
SALARY RATE.....	28,840			
	=====	=====	=====	
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	34,231			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	224			2261 9
TOTAL APPRO.....	34,455			
	=====	=====	=====	
OTHER PERSONAL SERVICES				030000
GENERAL REVENUE FUND -STATE	21,699			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	2,521			2261 9
TOTAL APPRO.....	24,220			
	=====	=====	=====	
TOTAL: SALARY INCREASE FY 2022-23 -				1001325
STATEWIDE \$15 MINIMUM WAGE INCREASE				
- EFFECTIVE 7/1/2022				
TOTAL ISSUE.....	58,675			
TOTAL SALARY RATE.....	28,840			
	=====	=====	=====	
FLORIDA RETIREMENT SYSTEM				
ADJUSTMENT - FY 2022-23 - NORMAL				
COST AND UNFUNDED ACTUARIAL				
LIABILITY (UAL)				1002010
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	66,346			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	434			2261 9
TOTAL APPRO.....	66,780			
	=====	=====	=====	

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
POS	AMOUNT	POS	AMOUNT	POS
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
NONRECURRING EXPENDITURES				2100000
FUNDING FOR LITIGATION EXPENSES				2103007
SPECIAL CATEGORIES				100000
CONTRACTED SERVICES				100777
GENERAL REVENUE FUND -STATE	130,081-			1000 1
WORKLOAD				3000000
OFFICE OF EXECUTIVE CLEMENCY				
ADDITIONAL POSITIONS				3000110
SALARY RATE				000000
SALARY RATE.....	195,508			
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	4.00	291,869		1000 1
EXPENSES				040000
GENERAL REVENUE FUND -STATE	47,460	22,412		1000 1
SPECIAL CATEGORIES				100000
TR/DMS/HR SVCS/STW CONTRCT				107040
GENERAL REVENUE FUND -STATE	1,368			1000 1
TOTAL: OFFICE OF EXECUTIVE CLEMENCY				3000110
ADDITIONAL POSITIONS				
TOTAL POSITIONS.....	4.00			
TOTAL ISSUE.....	340,697	22,412		
TOTAL SALARY RATE.....	195,508			

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$340,697, of which \$22,412 is nonrecurring, in General Revenue to provide funding for four (4) Government Analyst II positions. This issue directly supports the goals of the Commission's Long Range Program Plan to ensure informed decision-making by the Commission and the Clemency Board.

COL A03		COL A04		COL A05		CODES
AGY REQUEST FY 2023-24	POS	AGY REQ N/R FY 2023-24	POS	AG REQ ANZ FY 2023-24	POS	
						78000000
						78010000
						12
						<u>1206.00.00.00</u>
						3000000
						3000110

FL COMMISN/OFFENDER REVIEW
 PGM: PST-INCAR ENF/VIC RTS
 PUBLIC PROTECTION
 ADULT PRISONS
 WORKLOAD
 OFFICE OF EXECUTIVE CLEMENCY
 ADDITIONAL POSITIONS

The Florida Constitution expressly vests the executive clemency power in the Governor. Clemency is the constitutionally authorized process by which the Governor may, with the approval of two members of the Cabinet, grant full or conditional pardons, restore civil rights, commute punishment, and remit fines and forfeitures for offenses. The Governor also has the sole power to deny clemency.

The Commission operates as the Governor's and Cabinet's administrative and investigative arm, sitting as the Board of Executive Clemency (Clemency Board). The specific forms of clemency include full pardon; pardon without firearm authority; pardon for misdemeanor; commutation of sentence; remission of fines and forfeitures; specific authority to own, possess, or use firearms; restoration of civil rights; and capital case reviews.

The Rules were revised on March 10, 2021, by the Clemency Board. One of the revisions to the rules was to expedite the processing of clemency applications. New processes were implemented pursuant to the revised rules that require the Office of Executive Clemency to submit cases on a monthly basis, after an initial review by the Commission, to the Clemency Board for consideration through preliminary review (PR) lists. These PR list cases are in addition to the cases prepared by the Commission to be heard at the quarterly Clemency Board meetings, and in addition to cases submitted routinely based upon requests from the Clemency Board.

Of the eight (8) forms of clemency, each requires its own process for dissemination to the Clemency Board, documentation in the record, written notification to the applicant, and filing with the Department of State. For each case submitted, the Clemency Board may grant, deny, or refer the case back for further investigation or information. The number of cases submitted to the Clemency Board has increased by 419% since the revisions to the Rules.

This increased workload demand requires Government Analyst II positions to ensure the accuracy and quality of cases presented to the Clemency Board and the subsequent documentation and notification requirements. Currently, staff has been reassigned to complete the cases for the PR lists submitted to the Clemency Board. The reassignment of personnel from other duties to assist in meeting this increased workload demand has resulted in the following tasks currently not being completed in a timely manner: scanning all documents received, data entry, creating and maintaining hard copy files, drafting correspondence, closing cases after an ineligibility determination, and responding in writing to applicants and other requestors.

Staff has made a concerted effort to absorb demands but are unable to absorb the increased workloads, resulting in fewer number clemency applications being processed, not meeting business standards, and delayed turnaround times. These inefficiencies impact the entire clemency process and result in the Office of Executive Clemency being reactive versus proactive. The Office of Executive Clemency cannot implement ideas of streamlining or continue to provide the same level of quality customer service to applicants, government agencies, and the general public as there are insufficient time and personnel.

Based on the current needs of the Clemency Board, the Office of Executive Clemency requests four (4) full-time equivalent Government Analyst II positions. These positions are required to address increased workload demands in response to the latest revised Rules, March 2021. The Government Analyst II positions will be responsible for facilitating the

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2023-24		FY 2023-24		FY 2023-24		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

FL COMMISN/OFFENDER REVIEW						78000000
PGM: PST-INCAR ENF/VIC RTS						78010000
PUBLIC PROTECTION						12
ADULT PRISONS						1206.00.00.00
WORKLOAD						3000000
OFFICE OF EXECUTIVE CLEMENCY						
ADDITIONAL POSITIONS						3000110

coordination and operations of the quarterly Clemency Board Meetings, preparing executive orders for signature by the Clemency Board members, filing with the Department of State, entering documentation in the record, and notifying appropriate parties. These positions handle confidential information, utilizing numerous records and databases of the Commission, federal, state, and county criminal justice agencies, and interact with applicants, clemency aides, other state agencies, and the general public. They also review, research, and enter clemency applications received into the clemency database, then assign the appropriate executive clemency number, prepare files, respond in writing to requests, refer cases for investigation, close all ineligible cases in the clemency database, notify applicants, and assist with special Clemency Board initiatives.

This issue is consistent with the Governor's priority to ensure public safety to develop and implement comprehensive threat assessment strategies to identify and prevent threats to the public. This funding request aligns with the following strategies contained in Florida's Strategic Plan for Economic Development 2018 2023: Section 6.1 - Quality of Life and Quality Places create and sustain vibrant, safe, healthy, and resilient communities that attract workers, residents, businesses, and visitors.

REQUIRED RESOURCES:

Salaries:

Class Code 2225 Government Analyst II - 4.0 FTE

Expense and Human Resource Services Assessments Package:

Category	FTE	Standard	Non-Recurring	Recurring
Expense	4 @	\$11,865 = \$47,460	4 @ \$5,603 = \$22,412	4 @ \$6,262 = \$25,048
Human Resource	4 @	\$ 342 = \$ 1,368		4 @ \$ 342 = \$ 1,368

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2023-24							
NEW POSITIONS							
2225 GOVERNMENT ANALYST II							
N1005 001	4.00	195,508		96,361	291,869	0.00	291,869

COL A03		COL A04		COL A05		CODES
AGY REQUEST	AGY REQ N/R	AGY REQ N/R	AGY REQ N/R	AG REQ ANZ	AG REQ ANZ	
FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

FL COMMISN/OFFENDER REVIEW						78000000
PGM: PST-INCAR ENF/VIC RTS						78010000
PUBLIC PROTECTION						12
ADULT PRISONS						1206.00.00.00
WORKLOAD						3000000
OFFICE OF EXECUTIVE CLEMENCY						
ADDITIONAL POSITIONS						3000110

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2023-24							
NEW POSITIONS							
TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							291,869
	4.00	195,508		96,361	291,869		291,869

INCREASE NUMBER OF CASES FOR SUBMISSION TO THE CLEMENCY BOARD							3000130
SALARY RATE							000000
SALARY RATE.....	2,108,635						
SALARIES AND BENEFITS	54.00						010000
GENERAL REVENUE FUND -STATE	3,323,217						1000 1
EXPENSES							040000
GENERAL REVENUE FUND -STATE	636,182	299,970					1000 1
SPECIAL CATEGORIES							100000
LEASE/PURCHASE/EQUIPMENT							105281
GENERAL REVENUE FUND -STATE	2,600						1000 1

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
POS	AMOUNT	POS	AMOUNT	POS
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
WORKLOAD				3000000
INCREASE NUMBER OF CASES FOR				
SUBMISSION TO THE CLEMENCY BOARD				3000130
SPECIAL CATEGORIES				100000
TR/DMS/HR SVCS/STW CONTRCT				107040
GENERAL REVENUE FUND -STATE	18,468			1000 1
TOTAL: INCREASE NUMBER OF CASES FOR				3000130
SUBMISSION TO THE CLEMENCY BOARD				
TOTAL POSITIONS.....	54.00			
TOTAL ISSUE.....	3,980,467	299,970		
TOTAL SALARY RATE.....	2,108,635			

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$3,980,467, of which \$299,970 is nonrecurring, in General Revenue for clemency-related functions. Included within this request is funding to provide for the following positions: thirty-four (34) Commission Investigators, two (2) Staff Assistants, seven (7) Commission Investigator Supervisors, two (2) Assistant Chief of Investigative Services, two (2) Senior Attorneys, one (1) Administrative Assistant II, two (2) Government Analyst II, one (1) Administrative Assistant III, one (1) Personnel Services Specialist, one (1) Human Resource Specialist, and one (1) Government Operations Consultant III.

The Florida Constitution expressly vests the executive clemency power in the Governor. Clemency is the constitutionally authorized process by which the Governor may, with the approval of two members of the Cabinet, grant full or conditional pardons, restore civil rights, commute punishment, and remit fines and forfeitures for offenses. The Governor also has the sole power to deny clemency.

The Commission operates as the Governor's and Cabinet's administrative and investigative arm, sitting as the Board of Executive Clemency (Clemency Board). The specific forms of clemency include full pardon; pardon without firearm authority; pardon for misdemeanor; commutation of sentence; remission of fines and forfeitures; specific authority to own, possess, or use firearms; restoration of civil rights; and capital case reviews.

The Rules of Executive Clemency were revised on March 10, 2021. The revisions to the Rules are designed to provide an avenue for felons who have completed all terms of sentence under Amendment 4 to apply for automatic restoration of their full civil rights without a hearing; continue to provide an avenue for felons who have not completed all terms of sentence under Amendment 4 to apply for restoration of full civil rights with a hearing; and expedite the processing of clemency applications. Felons who have not completed all terms of sentence or who have not received a judicial modification or conversion of sentence sufficient to satisfy Amendment 4 may not receive the automatic restoration of civil rights without a hearing but may continue to apply for restoration of civil rights with a hearing under the current clemency process.

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
WORKLOAD				3000000
INCREASE NUMBER OF CASES FOR				
SUBMISSION TO THE CLEMENCY BOARD				3000130

New processes were implemented pursuant to the revised rules that require the Office of Executive Clemency to submit cases on a monthly basis, after an initial review by the Commission, to the Clemency Board for consideration through preliminary review (PR) lists. Each PR list case submitted to the Clemency Board results in a grant, denial, or request for further information. These PR list cases are in addition to the cases the Commission prepares to be heard at the quarterly Clemency Board meetings, and in addition to cases submitted routinely based upon requests from the Clemency Board.

Currently, the Commission Investigators that work on Clemency cases, on average, submit 21 cases with a hearing and 83 cases without a hearing per month on the PR lists to the Clemency Board. The Commission aims to provide the Clemency Board with double the number of cases submitted on the PR lists and to further expedite the processing of clemency cases which would result in an annual increase on average of the 1,248 cases submitted on the PR lists to the Clemency Board.

In the course of completing Clemency cases, each investigation will also result in either an eligible or ineligible determination based on the Rules, which establish certain eligibility requirements, including waiting periods and the completion of all terms of sentence. Commission Investigators, on average, will need to complete 1,596 clemency investigations to result in the Clemency Board receiving an additional 1,248 eligible cases annually.

Commission Investigators are responsible for conducting investigations for each clemency application. They interview applicants and conduct comprehensive, confidential investigations utilizing numerous records and multiple databases of the county, state, and federal criminal justice agencies and perform quality assurance. This information is used to prepare in-depth confidential analyses for submission to the Commissioners and final comprehensive investigations for the Clemency Board. These detailed investigations provide a complete picture of the applicant's criminal and social history and activities, which assist the Clemency Board in making informed decisions. In addition, Commission Investigators interact with and solicit comments from state attorneys, judges, defense attorneys, victims, victim advocate groups, applicants, and applicants' families.

Staff Assistants are responsible for answering the telephone; responding to email inquiries; typing, proofreading, and distributing completed reports and documents; coordinating staff meetings and taking meeting minutes; processing incoming and outgoing mail; screening correspondence; maintaining filing systems, and records retention. They are responsible for maintaining an office spreadsheet consisting of a variety of case materials to be assigned and completed by Commission Investigators.

Commission Investigator Supervisors are responsible for supervising multiple Commission Investigators that are completing the in-depth investigations. This includes but is not limited to reviewing and approving Commission Investigators' work products which include all forms of executive clemency. They also are responsible for work assignments, hiring, staff placement, training, discipline, performance evaluations, and travel reimbursements.

Assistant Chief of Investigative Services is responsible for directing and coordinating all activities within the office. They are responsible for Commission Investigator Supervisors, Commission Investigators, and Staff Assistants including monitoring the work produced and ensuring the work is completed timely. This includes all forms of executive clemency

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS	AMOUNT	POS	AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
<u>ADULT PRISONS</u>				<u>1206.00.00.00</u>
WORKLOAD				3000000
INCREASE NUMBER OF CASES FOR				
SUBMISSION TO THE CLEMENCY BOARD				3000130

investigations and the completed confidential case analyses. They are responsible for developing and implementing workload requirement standards, providing training, submitting comprehensive written reports to the central office, and overseeing work assignments, hiring, staff placement, discipline, and performance of staff.

The Commission's Legal and Administration staff are needed based upon providing service to the additional staff and workload due to the additional cases being completed.

Senior Attorneys are responsible for the day-to-day executive clemency, extraordinary writ, and other litigation, and caseload duties and tasks, for advising on administration, public records, public meetings, investigatory, clemency, revocations, and other Commission issues, for reviewing, advising, and assisting in the drafting of proposed Commission procedure directives and administrative rulemaking, and for drafting responses to rule challenges and petitions to initiate rulemaking. Adding these two Senior Attorney positions would enable the General Counsel to focus on higher-level clemency and non-clemency Commission tasks and duties, including those related to management and policy and those that are especially complex or sensitive.

One (1) Administrative Assistant II will assist and support legal staff assigned clemency matters, extraordinary writ, and other litigation, including managing the litigation calendar, updating the case management system, managing case files, proofreading, processing, and filing documents in litigation cases, processing public records requests, answering phone calls, and responding to correspondence.

Two (2) Government Analyst II positions, one will be responsible for budget and accounting, and the other Government Analyst II position will serve as the Information Technology (IT) Project Manager and the IT Security Officer and will be responsible for the Emergency Management Safety Program.

The Administrative Assistant III position is responsible for the administrative duties of preparing the cases to be presented to the Clemency Board for consideration and performing post-Clemency Board functions and the necessary documentation and notification.

The above 54 positions will increase the workload for Human Resources. The increase in the onboarding of new staff, additional training, paperwork/filing, human resource-related issues, etc.; will be a need for one (1) Personnel Services Specialist and one (1) Human Resource Specialist.

The additional 54 positions will increase the workload in purchasing, security access requests, and customer service provided to all staff statewide one (1) Government Operations Consultant I will be responsible for meeting these needs.

The requested new positions for this issue are essential for the Commission to address the significant increase in investigation workload and the related human resource, administration, and legal workload in response to the Clemency Board requesting the Commission to double the number of cases submitted on PR lists.

This issue is consistent with the Clemency Board's goal of expediting the processing of clemency applications. This

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS AMOUNT	POS AMOUNT	POS AMOUNT	CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
WORKLOAD				3000000
INCREASE NUMBER OF CASES FOR				
SUBMISSION TO THE CLEMENCY BOARD				3000130

issue directly supports the goals of the Commission's Long Range Program Plan to ensure informed decision-making by the Commission and the Clemency Board.

This issue is also consistent with Governor's priority to ensure public safety to develop and implement comprehensive threat assessment strategies to identify and prevent threats to the public. This funding request aligns with the following strategies contained in Florida's Strategic Plan for Economic Development 2018 2023: Section 6.1 - Quality of Life and Quality Places create and sustain vibrant, safe, healthy, and resilient communities that attract workers, residents, businesses, and visitors.

REQUIRED RESOURCES:

Salaries:

Class Code 8127	Commission Investigator - 34.0 FTE
Class Code 8133	Commission Investigator Supervisor - 7.0 FTE
Class Code 8360	Assistant Chief of Investigative Services, SES - 2.0 FTE
Class Code 0120	Staff Assistant - 2.0 FTE
Class Code 0714	Administrative Assistant III - 1.0 FTE
Class Code 0189	Personnel Services Specialist, SES - 1.0 FTE
Class Code 0190	Human Resources Specialist, SES - 1.0 FTE
Class Code 2235	Government Operations Consultant III, SES - 1.0 FTE
Class Code 7738	Senior Attorney - 2.0 FTE
Class Code 0712	Administrative Assistant II, SES - 1.0 FTE
Class Code 2225	Government Analyst II - 2.0 FTE

Expense and Human Resource Services Assessments Package:

Category	#FTE	Standard	Non-Recurring	Recurring
Expense	49 @	\$11,865 = \$581,385	49 @ \$5,603 = \$274,547	49 @ \$6,262 = \$306,838
Expense	2 @	\$12,565 = \$ 25,130	2 @ \$5,603 = \$ 11,206	2 @ \$6,962 = \$ 13,924
Expense	3 @	\$ 9,889 = \$ 29,667	3 @ \$4,739 = \$ 14,217	3 @ \$5,150 = \$ 15,450
Human Resource	54 @	\$ 342 = \$ 18,468		54 @ \$ 342 = \$ 18,468

Lease or Lease/Purchase:

Estimate the Lease of two copiers for \$2,600

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2023-24		FY 2023-24		FY 2023-24		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

FL COMMISN/OFFENDER REVIEW						78000000
PGM: PST-INCAR ENF/VIC RTS						78010000
PUBLIC PROTECTION						12
ADULT PRISONS						1206.00.00.00
WORKLOAD						3000000
INCREASE NUMBER OF CASES FOR						
SUBMISSION TO THE CLEMENCY BOARD						3000130

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2023-24							
NEW POSITIONS							
0120 STAFF ASSISTANT							
N1009 001	2.00	62,400		41,266	103,666	0.00	103,666
0714 ADMINISTRATIVE ASSISTANT III							
N1010 001	1.00	36,359		21,641	58,000	0.00	58,000
2225 GOVERNMENT ANALYST II							
N1016 001	2.00	97,754		48,181	145,935	0.00	145,935
8127 COMMISSION INVESTIGATOR							
N1006 001	34.00	1,258,136		740,111	1,998,247	0.00	1,998,247
0189 PERSONNEL SERVICES SPECIALIST/HR-SES							
N1011 001	1.00	36,359		22,806	59,165	0.00	59,165
0190 HUMAN RESOURCE SPECIALIST/HR-SES							
N1012 001	1.00	40,741		23,666	64,407	0.00	64,407
0712 ADMINISTRATIVE ASSISTANT II - SES							
N1015 001	1.00	31,200		21,796	52,996	0.00	52,996
2235 GOVERNMENT OPERATIONS CONSULTANT III-SES							
N1013 001	1.00	45,849		24,667	70,516	0.00	70,516
7738 SENIOR ATTORNEY							
N1014 001	2.00	108,810		52,687	161,497	0.00	161,497
8133 COMMISSION INVESTIGATOR SUPERVISOR							
N1007 001	7.00	286,853		165,983	452,836	0.00	452,836
8360 ASST CHIEF OF INVESTIGATIVE SERV - SES							
N1008 001	2.00	104,174		51,778	155,952	0.00	155,952

TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							3,323,217
	54.00	2,108,635		1,214,582	3,323,217		3,323,217
	=====	=====	=====	=====	=====		=====

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS AMOUNT	POS AMOUNT	POS AMOUNT	CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
WORKLOAD				3000000
CLEMENCY BOARD SENSITIVE PROJECTS AND REQUESTS				3000140
SALARY RATE				000000
SALARY RATE.....	146,631			
=====				
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	3.00			
	218,902			1000 1
=====				
EXPENSES				040000
GENERAL REVENUE FUND -STATE	35,595	16,809		
				1000 1
=====				
SPECIAL CATEGORIES				100000
TR/DMS/HR SVCS/STW CONTRCT				107040
GENERAL REVENUE FUND -STATE	1,026			
				1000 1
=====				
TOTAL: CLEMENCY BOARD SENSITIVE PROJECTS AND REQUESTS				3000140
TOTAL POSITIONS.....	3.00			
TOTAL ISSUE.....	255,523	16,809		
TOTAL SALARY RATE.....	146,631			
=====				

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$255,523, of which \$16,809 is nonrecurring, in General Revenue to provide funding for three (3) Government Analyst II positions. This issue directly supports the goals of the Commission's Long Range Program Plan to ensure informed decision-making by the Commission and Clemency Board.

The Florida Constitution expressly vests the executive clemency power in the Governor. Clemency is the constitutionally authorized process by which the Governor may, with the approval of two members of the Cabinet, grant full or conditional pardons, restore civil rights, commute punishment, and remit fines and forfeitures for offenses. The Governor also has the sole power to deny clemency.

The Commission operates as the Governor's and Cabinet's administrative and investigative arm, sitting as the Board of Executive Clemency (Clemency Board). The specific forms of clemency include full pardon; pardon without firearm authority; pardon for misdemeanor; commutation of sentence; remission of fines and forfeitures; specific authority to

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
<u>ADULT PRISONS</u>				<u>1206.00.00.00</u>
WORKLOAD				3000000
CLEMENCY BOARD SENSITIVE PROJECTS AND REQUESTS				3000140

own, possess, or use firearms; restoration of civil rights; and capital case reviews.

The Rules of Executive Clemency were revised on March 10, 2021 by the Board of Executive Clemency. The type of clemency investigation conducted by the Commission primarily depends on the form of clemency being sought. The Rules of Executive Clemency provide detailed information regarding eligibility criteria. The depth and scope of each investigation vary by type, and some types have different waiting periods after completion of sentence. The Office of Executive Clemency processes on average 400 requests monthly from inquiring criminal justice agencies regarding clemency action on individuals being investigated and/or prosecuted.

Prior to the revision to the Rules, there were minimal cases presented to the Clemency Board outside of cases presented at the quarterly Clemency Board Meetings. The revisions created additional processes for clemency cases to be presented to the Clemency Board. As such, there is an additional workload for the Commission to implement the revisions and meet the expectations of the Clemency Board. The Board has requested the Commission to submit cases on a monthly basis for consideration through preliminary review (PR) lists. The number of cases submitted to the Clemency Board has increased by 419% since the revisions to the Rules in March of 2021.

Many of the clemency tasks completed by staff are by nature sensitive and require a high level of confidentiality and expedited turnaround times. This workload requires an advanced level of knowledge in the fields of criminal justice, corrections, legal research, and clemency and requires critical decision-making and evaluation. Advanced levels of investigative, communication, and writing skills are required along with the ability to independently compose the responses to the Clemency Board.

Staff assigned to normal investigative duties in submitting the required monthly cases to the Clemency Board are reassigned to fulfill sensitive requests and projects necessary to inform and serve the Clemency Board. This results in a decreased number of cases being submitted to the Clemency Board monthly. Routinely, directors must assist in the completion of the requests or must fulfill the requests themselves due to the lack of skilled staff available and the high-level competency required. This results in other management duties, efficiency measures, strategic goals, needs of the Clemency Board, quality assurance measures, and training measures being delayed or not implemented. These inefficiencies jeopardize the Commission's responsibility in carrying out the clemency process. Based on the current needs of the Clemency Board, the Commission is requesting three (3) Government Analyst II positions. The Government Analyst II positions will have the skills and abilities needed to complete the increased number of requests and projects at the level of quality and within the timeframes required by the Clemency Board.

This issue is consistent with the Governor's priority to ensure public safety to develop and implement comprehensive threat assessment strategies to identify and prevent threats to the public. This funding request aligns with the following strategies contained in Florida's Strategic Plan for Economic Development 2018 2023: Section 6.1 - Quality of Life and Quality Places create and sustain vibrant, safe, healthy, and resilient communities that attract workers, residents, businesses, and visitors.

REQUIRED RESOURCES:

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2023-24		FY 2023-24		FY 2023-24		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

FL COMMISN/OFFENDER REVIEW						78000000
PGM: PST-INCAR ENF/VIC RTS						78010000
PUBLIC PROTECTION						12
ADULT PRISONS						1206.00.00.00
WORKLOAD						3000000
CLEMENCY BOARD SENSITIVE PROJECTS AND REQUESTS						3000140

Salaries:

Class Code 2225 Government Analyst II - 3.0 FTE

Expense and Human Resource Services Assessments Package:

Category	#FTE	Standard	Non-Recurring	Recurring
Expense	3 @ \$11,865 =	\$35,595	3 @ \$5,603 = \$16,809	3 @ \$6,262 = \$18,786
Human Resource	3 @ \$ 342 =	\$ 1,026		3 @ \$ 342 = \$ 1,026

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2023-24							
NEW POSITIONS							
2225 GOVERNMENT ANALYST II							
N1005 001	3.00	146,631		72,271	218,902	0.00	218,902
TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							218,902
	3.00	146,631		72,271	218,902		218,902

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
WORKLOAD				3000000
ADMINISTRATION POSITIONS				3000600
SALARY RATE				000000
SALARY RATE.....	293,262			
=====				
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	6.00	437,805		1000 1
=====				
EXPENSES				040000
GENERAL REVENUE FUND -STATE		71,190	33,618	1000 1
=====				
SPECIAL CATEGORIES				100000
TR/DMS/HR SVCS/STW CONTRCT				107040
GENERAL REVENUE FUND -STATE		2,052		1000 1
=====				
TOTAL: ADMINISTRATION POSITIONS				3000600
TOTAL POSITIONS.....	6.00			
TOTAL ISSUE.....		511,047	33,618	
TOTAL SALARY RATE.....	293,262			
=====				

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$511,047, of which \$33,618 is nonrecurring in General Revenue to provide funding for six (6) Government Analyst II positions in the Commission's Administration Services Section (Administration). This issue directly supports the goals of the Commission's Long Range Program Plan to select appropriate individuals for parole, conduct revocation hearings, ensure informed decision-making by the Commission and the Board of Executive Clemency (Clemency Board), and ensure timely decisions.

Administration is responsible for finance and accounting, budgeting, payroll, human resources, information technology, research and data, purchasing, grants, contracts, risk management, safety program, training, audits, strategic planning, records management, and general services statewide. Administration is comprised of six (6) full-time equivalent (FTE) positions and one part-time Other Personal Services (OPS) position that is responsible for providing all administrative services statewide. The Commission has not received any additional administration personnel resources in 20 years; however, there has been an increase in operational staff that administration provides numerous services to, increases in requirements for transparency are more in-depth, and an increase in new databases, guidelines, rules, statutes, policies, and procedures have all impacted Administration's workload.

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS	AMOUNT	POS	AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
WORKLOAD				3000000
ADMINISTRATION POSITIONS				3000600

The Director of Administration (Director) provides executive leadership and management to the administration staff for finance and accounting, budgeting, payroll, human resources, purchasing, grants, contracts, safety programs, training, records management, and general services. The Director also prepares and implements the Legislative Budget Request (LBR), Capital Improvement Plan (CIP), Long-Range Program Plan (LRPP), reviews and approves all personnel and budget actions for the Commission, provides detailed responses to the Office of Policy and Budget (OPB) and serves as the Commission's Chief Financial Officer (CFO).

In addition, the Director is solely responsible for coordinating external and internal audits for the Commission, serves as the IT Project manager and IT Security Officer responsible for managing all Commission information technology (IT) projects and addressing all Commission IT issues, and serves as the Primary Emergency Coordination Officer responsible for the Emergency Management Safety Program, administers risk management statewide for the Commission, and serves as the "agency inspector general" for purposes related to, and contemplated in, the Florida Whistle-blower's Act.

The Accounting and Budgeting Administrator (Administrator) is responsible for all accounting and budgeting functions for the Commission. Review, audit and approve all invoices, receipts, and payments. Develop annual funding plan, daily reconciliation of all accounts, prepare a monthly budget, certified forwards, and rate analysis. Assist with drafting LBR, CIP, LRPP, and Annual Report, submit all LBR information into the Legislative Appropriations System/Planning and Budgeting Subsystem, prepare and submit budget amendments, and responds to OPB requests.

In addition, the Administrator is responsible for reviewing and approving statewide purchasing requests in MyFloridaMarketPlace and all statewide travel and serves as the Statewide Travel Management System Administrator, point person for Pcard Works, Suncom Administrator, Wright Express Administrator, and liaison for the Florida Palm Project. The Administrator is responsible for all functions and aspects of leasing property, reviewing and submitting applications for grants; drafting, reviewing, and approving all contracts; and managing all financial aspects of the contracts and grants as a Florida Certified Contract Manager and as a Florida Accountability Contract Tracking System Administrator. They are the point of contact for Federal Emergency Management Agency and the Department of Emergency Management for all emergencies, disasters, and pandemics and are responsible for all applications, contracts, requests for reimbursements, and receipts of reimbursements. The Administrator is required to have knowledge of 32 databases to perform their duties. The Administrator is the backup for the Director, to the best of their ability.

In addition to the Director's and Administrator's workloads, they must fill in for other administration staff which includes, but is not limited to, purchasing, human resources, general services that include facility management, mail, print services, records management, keys, telephones, cell phones, supplies, property inventory, badges, ID cards, and fleet management; to the best of their ability, as there is insufficient time or personnel to be appropriately cross-trained. Thus, the Administrator is the backup to all general services. There is no other staff at the Commission that can perform the duties and responsibilities of the Administrator, this jeopardizes the Commission's budgeting and accounting functions.

The Commission's Administration staff has made a concerted effort to absorb demands but is unable to absorb the increased workloads resulting in not meeting business standards, turnaround times, and statutory mandates. These insufficiencies

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
WORKLOAD				3000000
ADMINISTRATION POSITIONS				3000600

impact the entire Commission and result in Administration being reactive instead of proactive. Administration cannot access and implement ideas of streamlining, cost savings, and efficiencies for the Commission statewide, as there are insufficient time and personnel.

This request is also consistent with the Governor's priority to ensure public safety and to develop and implement comprehensive threat assessment strategies to identify and prevent threats to the public. This funding request aligns with the following strategies contained in Florida's Strategic Plan for Economic Development 2018 2023: Section 6.1 Quality of Life and Quality Places Create and sustain vibrant, safe, healthy, and resilient communities that attract workers, residents, businesses, and visitors.

REQUIRED RESOURCES:

Salaries:

Class Code 2225 Government Analyst II - 6.0 FTE

Expense and Human Resource Services Assessments Package:

Category	#FTE	Standard	Non-Recurring	Recurring
Expense	6	@ \$11,865 = \$71,190	6 @ \$5,603 = \$33,618	6 @ \$6,262 = \$37,572
Human Resource	6	@ \$ 342 = \$ 2,052		6 @ \$ 342 = \$ 2,052

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2023-24							
NEW POSITIONS							
2225 GOVERNMENT ANALYST II							
N1001 001	6.00	293,262		144,543	437,805	0.00	437,805
TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							437,805
	6.00	293,262		144,543	437,805		437,805

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS	AMOUNT	POS	AMOUNT
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
WORKLOAD				3000000
STAFFING INCREASE FOR THE OFFICE OF THE GENERAL COUNSEL				3000610
SALARY RATE				000000
SALARY RATE.....	140,010			
=====				
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	3.00			
		214,493		1000 1
=====				
EXPENSES				040000
GENERAL REVENUE FUND -STATE		35,019	15,945	
				1000 1
=====				
SPECIAL CATEGORIES				100000
TR/DMS/HR SVCS/STW CONTRCT				107040
GENERAL REVENUE FUND -STATE		1,026		
				1000 1
=====				
TOTAL: STAFFING INCREASE FOR THE OFFICE OF THE GENERAL COUNSEL				3000610
TOTAL POSITIONS.....	3.00			
TOTAL ISSUE.....		250,538	15,945	
TOTAL SALARY RATE.....	140,010			
=====				

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$250,538, of which \$15,945 is non-recurring in General Revenue, for two (2) Senior Attorney and one (1) Administrative Assistant II SES positions in the Office of the General Counsel. This issue relates to the Commission's responsibilities to the Board of Executive Clemency (Clemency Board) and supports the Commission's Long Range Program Plan to ensure informed decision-making by the Commission and the Clemency Board. This issue also relates to the Commission's powers and duties related to the determination of what persons shall be placed on parole; fixing the time and conditions of such parole; determining if such persons have violated the conditions of such parole; placing qualified persons on conditional release and addiction recovery supervision, establishing the terms and conditions of such supervision, and determining whether such persons have violated the conditions of such supervision; determining what persons will be released on conditional medical release, establishing the terms and conditions of such supervision, and determining whether such persons have violated the conditions of such supervision; operating as the Control Release Authority, and operating as the administrative and investigative arm of the Clemency Board. The Commission's Office of the General Counsel currently employs only three (3) attorneys, including its

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
POS	AMOUNT	POS	AMOUNT	POS
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
<u>ADULT PRISONS</u>				<u>1206.00.00.00</u>
WORKLOAD				3000000
STAFFING INCREASE FOR THE OFFICE OF THE GENERAL COUNSEL				3000610

General Counsel.

The Governor, the Attorney General, the Chief Financial Officer, and the Commissioner of Agriculture sit collectively as the Clemency Board. The Commission acts as the administrative and investigative arm of the Clemency Board and, in addition to the Commission's s. 947.13(1)(e), F.S., investigative responsibilities, the Commission is otherwise charged, pursuant to chapter 940, F.S., with administratively assisting with the orderly execution of the executive clemency power and process.

In the execution of both its investigative and administrative responsibilities to the Clemency Board, the Commission receives routine special assignments from the Clemency Board that are outside the scope of the general administrative and investigative processes. These assignments are, by nature, extremely sensitive, require a high level of confidentiality, and almost exclusively required an expedited turnaround time. These assignments require an advanced skill set, including advanced knowledge in the fields of criminal justice, corrections, executive clemency, and the powers of the executive. Additionally, these assignments require advanced oral and written communication skills, and the ability to work independently in a highly confidential and fast-paced environment.

This increased tasking from the Clemency Board have continually increased in number and complexity. Currently, there is no full-time attorney dedicated to handling executive clemency matters and issues. Because of the specialized nature of these assignments and because of the time-sensitive and heavy litigation caseloads of the other two (2) attorneys in the Office of the General Counsel, the General Counsel is currently required to fulfill these requests and handle all day-to-day executive clemency tasks for which a legal review, opinion, or assistance is required, including processing through completion every assignment for clemency records received by the Commission.

The current Office of the General Counsel attorney staff cannot sustain any emergent or new tasks, and only now complete assigned tasks with the General Counsel contributing to the day-to-day litigation and caseload and acting, in large part, as a Senior Attorney. An additional Senior Attorney position is needed given the amount and type of litigation and other legal work required to support the Commission, which includes a central office and multiple field offices state-wide, and in order to meet the challenges and tasks, we envision in the coming years.

Between January 1, 2016, and August 1, 2022, the Office of the General Counsel opened 1,805 cases of all types, 1,674 of which were appealable to the District Courts of Appeal, the Florida Supreme Court, or federal appellate courts. This averages out to approximately one (1) new case opened every business day of every month. Between January 1, 2016, and January 2, 2020, the Office of the General Counsel employed only two (2) attorneys, including its General Counsel. Since January 2, 2020, the Office of the General Counsel has been comprised of a staff of three (3) attorneys, including its General Counsel.

In addition to all Commission litigation in state and federal courts and before administrative bodies, the Office of the General Counsel is responsible for, among other tasks and duties, providing legal opinions to three (3) Commissioners appointed by the Governor and Cabinet and confirmed by the Senate and to all central and field office directors and staff; reviewing, advising, and assisting in the drafting of proposed legislation, administrative rulemaking and

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS	AMOUNT	POS	AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
<u>ADULT PRISONS</u>				<u>1206.00.00.00</u>
WORKLOAD				3000000
STAFFING INCREASE FOR THE OFFICE OF THE GENERAL COUNSEL				3000610

responses to rule challenges and petitions to initiate rulemaking, and procedure directives; all Commission contract reviews; advising on ethics issues; advising on public meetings issues; and advising on personnel matters. Additionally, the Commission's Public Records Unit is housed within the Office of the General Counsel. Between January 1, 2016, and August 1, 2022, the Commission's Public Records Unit processed through completion 7,943 public records requests. Currently, there is not a dedicated attorney for any particular one of these areas, tasks, or duties, and in addition to day-to-day litigation and caseload management, with the exception of the provision of some legal opinions, the General Counsel is currently responsible for all of these non-litigation legal duties and responsibilities.

The volume of the current workload is at such a level that the current Office of the General Counsel attorney staff cannot maintain the required and expected level of service to the Commission, without requiring the General Counsel to continue to heavily contribute to the day-to-day litigation and caseload and act, in large part, as a Senior Attorney. With the General Counsel acting, in large part, as a Senior Attorney, the General Counsel is severely restricted in ability to contribute to higher-level Commission tasks and duties, including those related to management and policy and those that are especially complex or sensitive.

Based on the current and increased needs of the Clemency Board and of the Commission in fulfilling its responsibilities to the Clemency Board as described herein and based on the current needs of the Commission in fulfilling its statutorily mandated powers and duties, the Office of the General Counsel needs two (2) additional Senior Attorneys. These Senior Attorneys would be responsible for the day-to-day executive clemency, extraordinary writ, and other litigation, and caseload duties and tasks, for advising on administration, public records, public meetings, investigatory, clemency, revocations, and other Commission issues, for reviewing, advising, and assisting in the drafting of proposed Commission procedure directives and administrative rulemaking, and for drafting responses to rule challenges and petitions to initiate rulemaking. Adding these two (2) Senior Attorney positions would enable the General Counsel to focus on higher-level clemency and non-clemency Commission tasks and duties, including those related to management and policy and those that are especially complex or sensitive.

Based on the current and increased needs as described herein for which the Commission needs two (2) Senior Attorneys, the Commission needs one (1) Administrative Assistant II to assist and support legal staff assigned clemency matters, extraordinary writ, and other litigation, including managing the litigation calendar, updating the case management system, managing case files, proofreading, processing, and filing documents in litigation cases, processing public records requests, answering phone calls, and responding to correspondence.

The addition of these two (2) Senior Attorney positions would enable the General Counsel to focus on Clemency and non-clemency higher-level Commission tasks and duties, including those related to management and policy and those that are especially complex or sensitive.

This issue is consistent with the Governor's priority to ensure public safety and to develop and implement comprehensive threat assessment strategies to identify and prevent threats to the public. This request for funding aligns with the following strategies contained in Florida's Strategic Plan for Economic Development 2018 -2023: Section 6.1 Quality of Life and Quality Places create and sustain vibrant, safe, healthy, and resilient communities that attract workers,

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2023-24		FY 2023-24		FY 2023-24		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

FL COMMISN/OFFENDER REVIEW						78000000
PGM: PST-INCAR ENF/VIC RTS						78010000
PUBLIC PROTECTION						12
ADULT PRISONS						1206.00.00.00
WORKLOAD						3000000
STAFFING INCREASE FOR THE OFFICE OF THE GENERAL COUNSEL						3000610

residents, business, and visitors.

REQUIRED RESOURCES:

Salaries:

Class Code 7738 Senior Attorney - 2.0 FTE
 Class Code 0712 Administrative Assistant II - 1.0 FTE

Expense and Human Resource Services Assessments Package:

Category	#FTE	Standard	Non-Recurring	Recurring
Expense	2	@ \$12,565 = \$25,130	2 @ \$5,603 = \$11,206	2 @ \$6,962 = \$13,924
Expense	1	@ \$ 9,889 = \$ 9,889	1 @ \$4,739 = \$ 4,739	1 @ \$5,150 = \$ 5,150
Human Resource	3	@ \$ 342 = \$ 1,026		3 @ \$ 342 = \$ 1,026

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2023-24							
NEW POSITIONS							
0712 ADMINISTRATIVE ASSISTANT II - SES							
N1003 001	1.00	31,200		21,796	52,996	0.00	52,996
7738 SENIOR ATTORNEY							
N1002 001	2.00	108,810		52,687	161,497	0.00	161,497
TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							214,493
	3.00	140,010		74,483	214,493		214,493

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS	AMOUNT	POS	AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
WORKLOAD				3000000
ARMED SECURITY GUARD FOR FLORIDA				
COMMISSION ON OFFENDER REVIEW'S				
HEADQUARTERS				3000620
SPECIAL CATEGORIES				100000
CONTRACTED SERVICES				100777
GENERAL REVENUE FUND				
-STATE		61,290		1000 1

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review requests \$61,290 in recurring General Revenue funds for an armed security guard. This funding will provide an armed security guard at Florida Commission on Offender Review's (Commission) Central Office, 4070 Esplanade Way, Tallahassee, FL 32303, to work 2,860 hours annually at a \$21.43 hourly rate for an annual cost of \$61,290. This issue directly supports the goals of the Commission's Long Range Program Plan to select appropriate individuals for parole, conduct revocation hearings, ensure informed decision-making by the Commission and the Board of Executive Clemency (Clemency Board), and ensure timely decisions.

The Commission is responsible for determining whether to release offenders on parole or conditional medical release, as well as establishing the terms and conditions of supervision for post-incarceration supervised releases such as parole, conditional medical release, conditional release, addiction recovery supervision, and control release. The Commission is also responsible for making final determinations regarding alleged violations of the above post-incarceration supervised releases. Additionally, the Commission acts as the investigative arm of the Governor and Cabinet, sitting as the Board of Executive Clemency in clemency matters.

The Florida Department of Law Enforcement Capitol Police informed the Commission, it is the only state agency within the Capital Circle Office Complex that has public access without a security guard.

Due to multiple security incidents at Central Office, the Commission needs to hire an armed security guard to protect staff and sensitive information by ensuring that unauthorized individuals do not gain access to secure areas. In addition, Commissioners and commission personnel are routinely involved in decisions that affect the incarceration or supervision status of convicted felons, many of whom are violent, habitual offenders. Because there are two sides to most of these cases (offender and victim), regardless of the outcome, someone may be upset, threatening, or violent.

This request is also consistent with the Governor's priority to ensure public safety and to develop and implement comprehensive threat assessment strategies to identify and prevent threats to the public. This funding request aligns with the following strategies contained in Florida's Strategic Plan for Economic Development 2018 2023: Section 6.1 Quality of Life and Quality Places Create and sustain vibrant, safe, healthy, and resilient communities that attract workers, residents, businesses, and visitors.

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS AMOUNT	POS AMOUNT	POS AMOUNT	CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
FUND SHIFT				3400000
TRANSFER FROM FEDERAL GRANTS TRUST				
FUND TO GENERAL REVENUE - ADD				3401000
SALARY RATE				000000
SALARY RATE.....	57,152			
=====				
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	68,331			1000 1
=====				
OTHER PERSONAL SERVICES				030000
GENERAL REVENUE FUND -STATE	49,631			1000 1
=====				
EXPENSES				040000
GENERAL REVENUE FUND -STATE	12,863			1000 1
=====				
TOTAL: TRANSFER FROM FEDERAL GRANTS TRUST				3401000
FUND TO GENERAL REVENUE - ADD				
TOTAL ISSUE.....	130,825			
TOTAL SALARY RATE.....	57,152			
=====				

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) participated in a federal grant from fiscal year 2004-05 through September 30, 2022. The Commission is no longer participates in the grant, and request \$130,825 be transferred from the Federal Grants Trust Fund to General Revenue to assist with Commission operations.

This issue and issue 3402000 nets to zero.

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
POS	AMOUNT	POS	AMOUNT	POS
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
FUND SHIFT				3400000
TRANSFER FROM FEDERAL GRANTS TRUST				
FUND TO GENERAL REVENUE - ADD				3401000

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2023-24							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
RA01 RATE & SALARY ADJ - BENEFITS NO FTE							
C1003 001	0.00	57,152		11,179	68,331	0.00	68,331
TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							68,331
	0.00	57,152		11,179	68,331		68,331

TRANSFER FROM FEDERAL GRANTS TRUST							
FUND TO GENERAL REVENUE - DEDUCT							3402000
SALARY RATE							000000
SALARY RATE.....	57,152-						
SALARIES AND BENEFITS							010000
FEDERAL GRANTS TRUST FUND -RECPNT	68,331-						2261 9
OTHER PERSONAL SERVICES							030000
FEDERAL GRANTS TRUST FUND -RECPNT	49,631-						2261 9

	COL A03 AGY REQUEST FY 2023-24 POS	COL A04 AGY REQ N/R FY 2023-24 POS	COL A05 AG REQ ANZ FY 2023-24 POS	AMOUNT	AMOUNT	AMOUNT	CODES
FL COMMISN/OFFENDER REVIEW							78000000
PGM: PST-INCAR ENF/VIC RTS							78010000
PUBLIC PROTECTION							12
ADULT PRISONS							1206.00.00.00
FUND SHIFT							3400000
TRANSFER FROM FEDERAL GRANTS TRUST							3402000
FUND TO GENERAL REVENUE - DEDUCT							040000
EXPENSES							
FEDERAL GRANTS TRUST FUND -RECPNT		12,863-					2261 9
TOTAL: TRANSFER FROM FEDERAL GRANTS TRUST							3402000
FUND TO GENERAL REVENUE - DEDUCT							
TOTAL ISSUE.....		130,825-					
TOTAL SALARY RATE.....		57,152-					

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE: IT COMPONENT? NO
 The Florida Commission on Offender Review (Commission) participated in a federal grant from fiscal year 2004-05 through September 30, 2022. The Commission is no longer participates in the grant, and request \$130,825 be transferred from the Federal Grants Trust Fund to General Revenue to assist with Commission operations.

This issue and issue 3401000 nets to zero.

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2023-24							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
RA01 RATE & SALARY ADJ - BENEFITS NO FTE							
C1003 001	0.00	57,152-		11,179-	68,331-	0.00	68,331-
TOTALS FOR ISSUE BY FUND							
2261 FEDERAL GRANTS TRUST FUND							68,331-
	0.00	57,152-		11,179-	68,331-		68,331-

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
	POS AMOUNT	POS AMOUNT	POS AMOUNT	CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
AGENCY-WIDE INFORMATION TECHNOLOGY				3620000
INFORMATION TECHNOLOGY (IT)				
SERVICES PROVIDED BY DEPARTMENT OF				
CORRECTIONS				36201C0
DATA PROCESSING SERVICES				210000
OTHER DATA PROCESSING SVCS				210014
GENERAL REVENUE FUND				
-STATE	116,000	98,000		1000 1

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE:

IT COMPONENT? YES

The Florida Commission on Offender Review (Commission) requests \$116,000, of which \$98,000 is nonrecurring in General Revenue to provide funding for the legal tracking system for the Office of the General Counsel. This issue directly supports the goals of the Commission's Long Range Program Plan to select appropriate individuals for parole, conduct revocation hearings, ensure informed decision-making by the Commission and the Board of Executive Clemency (Clemency Board), and ensure timely decisions. The funding is being requested to carry out the agency's statutorily-mandated responsibilities.

Chapter 2009-81, Laws of Florida, required the Commission to transfer all of its Information Technology (IT) resources to the Department of Corrections (Department) by July 1, 2009. This resulted in the Commission, through a Service Level Agreement, becoming a customer of the Department, for all of its IT services necessary for the successful operation of the Commission. The Service Level states "the provider will invoice the customer on a quarterly basis with the delivery, installation, and implementation of the IT service. A lump sum appropriation for payment to the provider has been allocated for IT services. Payments are for all costs associated with the provision of technology services for the customer."

Legal Tracker is the single system the Commission's Office of the General Counsel uses as a document and case management retention system. All legal pleadings, filings, saved case law research, correspondence, public records requests received and produced, and other documents generated or received in the day-to-day operations of the Office of the General Counsel are maintained electronically in Legal Tracker. Additionally, Legal Tracker has a report function whereby a user can enter different parameters, e.g., case type, assigned attorney, active case, inactive case, etc., and generate a report based on those parameters.

Legal Tracker application architecture that is currently in use is dated and lacks modern features, enhanced security features, and document retention. Legal Tracker is an extremely vital database to the Commission as there are no backup or duplicate paper records maintained outside of Legal Tracker. If Legal Tracker is not modernized, this leaves the Commission at risk of not being able to use its legal documents and not being able to meet its statutory deadlines.

In line with the State of Florida's "Cloud First" strategy, the Department's IT recommends that the Legal Tracker system be migrated to use one of the proven "Cloud Document Management Platform SaaS." The Department is already using SaaS for different needs. SaaS will provide the modern features, enhanced security features, and document retention that is

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
POS	AMOUNT	POS	AMOUNT	POS
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
AGENCY-WIDE INFORMATION TECHNOLOGY				3620000
INFORMATION TECHNOLOGY (IT)				
SERVICES PROVIDED BY DEPARTMENT OF				
CORRECTIONS				36201C0

needed for the Legal Tracker to function operationally for the Commission.

This request is also consistent with the Governor's priority to ensure public safety and to develop and implement comprehensive threat assessment strategies to identify and prevent threats to the public. This funding request aligns with the following strategies contained in Florida's Strategic Plan for Economic Development 2018 2023: Section 6.1 Quality of Life and Quality Places Create and sustain vibrant, safe, healthy, and resilient communities that attract workers, residents, businesses, and visitors.

COMMISSION OPERATIONS				4000000
SALARY COMPRESSION FOR COMMISSION				
STAFF				4005A20
SALARY RATE				000000
SALARY RATE.....	27,234			
	=====	=====	=====	
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND				
-STATE	32,561			1000 1
	=====	=====	=====	
TOTAL: SALARY COMPRESSION FOR COMMISSION				4005A20
STAFF				
TOTAL ISSUE.....	32,561			
TOTAL SALARY RATE.....	27,234			
	=====	=====	=====	

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$32,561 in recurring General Revenue recurring funds to increase salaries to address compression due to the minimum wage increase and retention for Commission Technician II, Executive Secretary, and Operation Analyst II, which includes salary and benefits. This issue directly supports the goals of the Commission's Long Range Program Plan to select appropriate individuals for parole, conduct revocation hearings, ensure informed decision-making by the Commission and the Board of Executive Clemency (Clemency Board), and ensure timely decisions.

Prior to the minimum wage increase the Staff Assistant rate of pay was less than the Commission Technician II and Executive Secretary. Raising the minimum rate of pay to \$15 per hour resulted in the Staff Assistant, Commission

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2023-24	FY 2023-24	FY 2023-24	
POS	AMOUNT	POS	AMOUNT	POS
				AMOUNT
				CODES
FL COMMISN/OFFENDER REVIEW				78000000
PGM: PST-INCAR ENF/VIC RTS				78010000
PUBLIC PROTECTION				12
ADULT PRISONS				1206.00.00.00
COMMISSION OPERATIONS				4000000
SALARY COMPRESSION FOR COMMISSION				
STAFF				4005A20

Technician II, and Executive Secretary all making \$15 per hour. The Commission is requesting funding to increase the rate of pay for the Commission Technician II and Executive Secretary. Based upon the increase for the Commission Technician II and Executive Secretary, a salary increase will also be needed to address the compression for Operation Analyst II.

Retention is critical to ensure that the Commission effectively meets its constitutional responsibilities and maintains experienced staff to increase efficiency and productivity. This request will enable the Commission to recruit and retain employees needed.

This request is also consistent with the Governor's priority to ensure public safety and to develop and implement comprehensive threat assessment strategies to identify and prevent threats to the public. This funding request aligns with the following strategies contained in Florida's Strategic Plan for Economic Development 2018 2023: Section 6.1 Quality of Life and Quality Places Create and sustain vibrant, safe, healthy, and resilient communities that attract workers, residents, businesses, and visitors.

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2023-24							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
RA01 RATE & SALARY ADJ - BENEFITS NO FTE							
C1001 001	0.00	27,234		5,327	32,561	0.00	32,561
TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							32,561
	0.00	27,234		5,327	32,561		32,561

	COL A03 AGY REQUEST FY 2023-24 POS	COL A04 AGY REQ N/R FY 2023-24 POS	COL A05 AG REQ ANZ FY 2023-24 POS	AMOUNT	AMOUNT	AMOUNT	CODES
FL COMMISN/OFFENDER REVIEW							78000000
PGM: PST-INCAR ENF/VIC RTS							78010000
PUBLIC PROTECTION							12
ADULT PRISONS							<u>1206.00.00.00</u>
COMMISSION OPERATIONS							4000000
SALARY COMPRESSION FOR REGIONAL ADMINISTRATORS, COMMISSION INVESTIGATOR SUPERVISORS AND COMMISSION INVESTIGATORS							4005A30
SALARY RATE							000000
SALARY RATE.....	400,000						
=====							
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE				478,240			1000 1
=====							
TOTAL: SALARY COMPRESSION FOR REGIONAL ADMINISTRATORS, COMMISSION INVESTIGATOR SUPERVISORS AND COMMISSION INVESTIGATORS							4005A30
TOTAL ISSUE.....				478,240			
TOTAL SALARY RATE.....	400,000						
=====							

AGENCY ISSUE NARRATIVE:

2023-2024 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$478,240 in recurring General Revenue funds to increase salaries to address compression due to the minimum wage increase and retention by \$5,000 each for 5 Regional Administrators, 5 Commission Investigator Supervisors, and 65 full-time equivalent and \$2,500 for 10 part-time Commission Investigator positions, which includes salary and benefits. This issue directly supports the goals of the Commission's Long Range Program Plan to select appropriate individuals for parole, conduct revocation hearings, ensure informed decision-making by the Commission and the Board of Executive Clemency (Clemency Board), and ensure timely decisions.

Position Title	Positions	Salary & Benefits
Regional Administrator	5	\$ 30,224
Commission Investigator Supervisor	5	\$ 30,224
Commission Investigator	75	\$ 417,792

Total Salary Adjustment	85	\$ 478,240

COL A03		COL A04		COL A05		CODES
AGY REQUEST FY 2023-24	POS	AGY REQ N/R FY 2023-24	POS	AG REQ ANZ FY 2023-24	POS	
AMOUNT		AMOUNT		AMOUNT		
						78000000
						78010000
						12
						<u>1206.00.00.00</u>
						4000000
						4005A30

FL COMMISN/OFFENDER REVIEW
 PGM: PST-INCAR ENF/VIC RTS
PUBLIC PROTECTION
ADULT PRISONS

COMMISSION OPERATIONS
 SALARY COMPRESSION FOR REGIONAL
 ADMINISTRATORS, COMMISSION
 INVESTIGATOR SUPERVISORS AND
 COMMISSION INVESTIGATORS

78000000
 78010000
 12
1206.00.00.00
 4000000
 4005A30

The Commission operates as the administrative and investigative arm of the Clemency Board. The forms of clemency include full pardon; pardon without firearm authority; pardon for misdemeanor; commutation of sentence; remission of fines and forfeitures; specific authority to own, possess, or use firearms; restoration of civil rights; and capital case reviews.

During the last three years, the Commission has experienced a 25% turnover rate for Commission Investigators. This turnover rate dramatically impacts the ability to have quality investigators complete clemency cases.

In addition, during the previous three years, the Commission re-advertised the same investigator positions numerous times. Retention is essential to maintaining experienced staff to increase efficiency and productivity, and is critical to ensure that the Commission effectively meets its constitutional responsibilities.

Currently, the hourly base rate of pay for a Commission Investigator is \$17.78, which is \$2.78 above the minimum wage. Due to the high level of responsibility of a Commission Investigator, FCOR is unable to recruit and retain experienced Commission Investigators. This salary increase will address the compression for Commission Investigators and their line of supervision, which are the Commission Investigator Supervisors and Regional Administrators.

This request will enable the Commission to recruit and retain employees capable of working under increasing demands and conducting multiple in-depth investigations simultaneously. The lack of new hires with investigative experience causes an unusually long training period before they fully acquire the criminal justice knowledge and investigative skills and master the many criminal justice databases critical to performing complex investigations. In addition, the Rules of Executive Clemency are unique and complex in nature, requiring an ability to understand, interpret, and apply complex rules to investigations. As a result, experienced Commission Investigators are constantly taken away from completing investigations to train new Commission Investigators. This results in a decreased number of cases being submitted to the Clemency Board. The funding of this request will allow for investigations to be conducted and completed more efficiently due to the Commission not spending months training new Commission Investigators.

Regional Administrators are responsible for all administrative duties associated with their region's operation, including work assignments, hiring, staff placement, training, discipline, performance evaluations, travel reimbursements, and the review and approval of all expenditures within the region. They also review and approve the work products of Commission Investigators and Commission Investigator Supervisors, which include all forms of executive clemency investigations, parole interviews, parole, and conditional medical release plans, and all hearings involving the revocation process.

Commission Investigator Supervisors are responsible for the administrative duties associated with the operation of their regional office. This includes but is not limited to work assignments, hiring, staff placement, training, discipline, performance evaluations, and travel reimbursements. They also review and approve the work products of Commission Investigators, which include all forms of executive clemency investigations, parole interviews, parole, and conditional medical release plans, and all hearings involving the revocation process.

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2023-24		FY 2023-24		FY 2023-24		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	
FL COMMISN/OFFENDER REVIEW						78000000
PGM: PST-INCAR ENF/VIC RTS						78010000
PUBLIC PROTECTION						12
ADULT PRISONS						<u>1206.00.00.00</u>
COMMISSION OPERATIONS						4000000
SALARY COMPRESSION FOR REGIONAL						
ADMINISTRATORS, COMMISSION						
INVESTIGATOR SUPERVISORS AND						
COMMISSION INVESTIGATORS						4005A30

Commission Investigators are responsible for conducting investigations for each clemency application. They interview applicants and conduct comprehensive, confidential investigations utilizing numerous records and databases of the county, state, and federal criminal justice agencies. They also prepare in-depth confidential investigations for submission to the Commissioners and final comprehensive investigations for the Clemency Board. These detailed investigations provide a full picture of the applicant's criminal and social history and activities, which assist the Clemency Board in making informed decisions. Commission Investigators respond to questions and correspondence from Clemency Aides and solicit comments from state attorneys, judges, defense attorneys, victims, victim advocate groups, applicants, and applicants' families. Commission Investigators ensure the accuracy of existing case information for quality assurance purposes and the review and processing of clemency case workloads and special initiatives for the Clemency Board.

In addition, Commission Investigators conduct quasi-judicial fact-finding revocation hearings. These hearings are held for offenders under parole, conditional medical release, control release, conditional release, or addiction recovery release supervision. These hearings include preliminary parole hearings, final revocation hearings, release on your own recognizance hearings, and courtesy interstate probable cause hearings for the Department of Corrections. Revocation hearings include issuing subpoenas for testimony from witnesses and victims and making a written recommendation to the Commissioners. They also conduct interviews with inmates eligible for parole consideration and conduct investigations regarding the suitability of proposed release plans for Conditional Medical Release and parole cases.

This request is also consistent with the Governor's priority to ensure public safety and to develop and implement comprehensive threat assessment strategies to identify and prevent threats to the public. This funding request aligns with the following strategies contained in Florida's Strategic Plan for Economic Development 2018 2023: Section 6.1 Quality of Life and Quality Places Create and sustain vibrant, safe, healthy, and resilient communities that attract workers, residents, businesses, and visitors.

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2023-24		FY 2023-24		FY 2023-24		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	

FL COMMISN/OFFENDER REVIEW						78000000
PGM: PST-INCAR ENF/VIC RTS						78010000
PUBLIC PROTECTION						12
ADULT PRISONS						<u>1206.00.00.00</u>
COMMISSION OPERATIONS						4000000
SALARY COMPRESSION FOR REGIONAL ADMINISTRATORS, COMMISSION INVESTIGATOR SUPERVISORS AND COMMISSION INVESTIGATORS						4005A30

POSITION DETAIL OF SALARIES AND BENEFITS:

FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2023-24						
CHANGES TO CURRENTLY AUTHORIZED POSITIONS						
RA01 RATE & SALARY ADJ - BENEFITS NO FTE						
C1002 001	0.00	400,000	78,240	478,240	0.00	478,240
TOTALS FOR ISSUE BY FUND						
1000 GENERAL REVENUE FUND						
0.00	400,000		78,240	478,240		478,240

TOTAL: ADULT PRISONS						<u>1206.00.00.00</u>
BY FUND TYPE	216.00					
GENERAL REVENUE FUND.....	18,828,997	486,754				1000
SALARY RATE.....	10,599,085					

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