

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2024-25	FY 2024-25	FY 2024-25	
	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
ESTIMATED EXPENDITURES - OPERATIONS				1001000
SALARY RATE				000000
SALARY RATE.....	8,011,238			
=====				
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	11,456,811			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	68,331			2261 9
TOTAL POSITIONS.....	161.00			
TOTAL APPRO.....	11,525,142			
=====				
OTHER PERSONAL SERVICES				030000
GENERAL REVENUE FUND -STATE	427,152			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	49,631			2261 9
TOTAL APPRO.....	476,783			
=====				
EXPENSES				040000
GENERAL REVENUE FUND -STATE	1,054,519			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT	12,863			2261 9
TOTAL APPRO.....	1,067,382			
=====				
OPERATING CAPITAL OUTLAY				060000
GENERAL REVENUE FUND -STATE	16,771			1000 1
=====				
SPECIAL CATEGORIES				100000
CONTRACTED SERVICES				100777
GENERAL REVENUE FUND -STATE	263,525			1000 1
=====				

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2024-25 POS	AMOUNT	AGY REQ N/R FY 2024-25 POS	AMOUNT	AG REQ ANZ FY 2024-25 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		55,930					1000 1
LEASE/PURCHASE/EQUIPMENT							105281
GENERAL REVENUE FUND -STATE		27,600					1000 1
TR/DMS/HR SVCS/STW CONTRCT							107040
GENERAL REVENUE FUND -STATE		53,959					1000 1
DATA PROCESSING SERVICES							210000
OTHER DATA PROCESSING SVCS							210014
GENERAL REVENUE FUND -STATE		712,714					1000 1
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.....		161.00					
TOTAL ISSUE.....		14,199,806					
TOTAL SALARY RATE.....		8,011,238					
SALARY INCREASE FY 2023-24 - STATEWIDE 5% PAY INCREASE - EFFECTIVE 7/1/2023							1001010
SALARY RATE							000000
SALARY RATE.....		397,083					
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE		479,423					1000 1
FEDERAL GRANTS TRUST FUND -RECPNT		2,845					2261 9
TOTAL APPRO.....		482,268					

	COL A03 AGY REQUEST FY 2024-25 POS	COL A04 AGY REQ N/R FY 2024-25 POS	COL A05 AG REQ ANZ FY 2024-25 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
ESTIMATED EXPENDITURES							1000000
SALARY INCREASE FY 2023-24 -							
STATEWIDE 5% PAY INCREASE -							
EFFECTIVE 7/1/2023							1001010
TOTAL: SALARY INCREASE FY 2023-24 -							1001010
STATEWIDE 5% PAY INCREASE -							
EFFECTIVE 7/1/2023							
TOTAL ISSUE.....				482,268			
TOTAL SALARY RATE.....				397,083			
=====							
CASUALTY INSURANCE PREMIUM							
ADJUSTMENT							1001090
SPECIAL CATEGORIES							100000
RISK MANAGEMENT INSURANCE							103241
GENERAL REVENUE FUND -STATE				7,575-			1000 1
=====							
FLORIDA RETIREMENT SYSTEMS							
CONTRIBUTIONS FOR FY 2023-24							1001215
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE				132,104			1000 1
FEDERAL GRANTS TRUST FUND -RECPNT				784			2261 9
TOTAL APPRO.....				132,888			
=====							
ADJUSTMENTS TO CURRENT YEAR							
ESTIMATED EXPENDITURES							1600000
AGENCY DISCRETIONARY PAY INCREASE							
FOR FY 2023-24 - EFFECTIVE							
10/1/2023							1600980
SALARY RATE							000000
SALARY RATE.....				141,861			
=====							

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2024-25	FY 2024-25	FY 2024-25	
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
ADJUSTMENTS TO CURRENT YEAR				
ESTIMATED EXPENDITURES				1600000
AGENCY DISCRETIONARY PAY INCREASE				
FOR FY 2023-24 - EFFECTIVE				
10/1/2023				1600980
SALARIES AND BENEFITS				010000
GENERAL REVENUE FUND -STATE	128,974			1000 1
TOTAL: AGENCY DISCRETIONARY PAY INCREASE				1600980
FOR FY 2023-24 - EFFECTIVE				
10/1/2023				
TOTAL ISSUE.....	128,974			
TOTAL SALARY RATE.....	141,861			

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2024-25							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
RA06 RATE ADJ - NO FTE - NO SALARY - NO BENEFITS							
C0238 001		141,861					
TOTAL SALARY RATE		141,861					

OTHER SALARY AMOUNT							128,974
1000 GENERAL REVENUE FUND							128,974

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2024-25	FY 2024-25	FY 2024-25	
	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
INCREASE NUMBER OF CASES FOR				
SUBMISSION TO THE CLEMENCY BOARD				2103003
EXPENSES				040000
GENERAL REVENUE FUND -STATE	78,010-			1000 1
=====				
INFORMATION TECHNOLOGY (IT)				
SERVICES PROVIDED BY DEPARTMENT OF				
CORRECTIONS				2103006
DATA PROCESSING SERVICES				210000
OTHER DATA PROCESSING SVCS				210014
GENERAL REVENUE FUND -STATE	98,000-			1000 1
=====				
ADMINISTRATION POSITIONS				2103008
EXPENSES				040000
GENERAL REVENUE FUND -STATE	16,809-			1000 1
=====				
EQUIPMENT NEEDS				2400000
REPLACEMENT OF MOTOR VEHICLES				2401500
SPECIAL CATEGORIES				100000
ACQUISITION/MOTOR VEHICLES				100021
GENERAL REVENUE FUND -STATE	29,921			1000 1
=====				

AGENCY ISSUE NARRATIVE:

2024-2025 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests a total of \$29,921 in non-recurring General Revenue funds, in the Acquisition of Motor Vehicle appropriation category. The Commission has a 2008 Chevrolet Impala. The Chevrolet Impala is 16 years old, 4 years older than the drop-dead age of 12 years. The Commission requests its 2008 Impala be replaced with a Chevrolet Equinox. The funding is calculated as follows:

Summary of Funding Request of a Chevrolet Equinox:

Total Need Using FY 2022-23 Pricing	\$26,921
\$3,000 Pricing Increase	3,000

Total Need Using FY 2022-23 Pricing plus \$3,000 increase	\$29,921
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	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2024-25	FY 2024-25	FY 2024-25	
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
EQUIPMENT NEEDS				2400000
REPLACEMENT OF MOTOR VEHICLES				2401500

The Commission is statutorily mandated to hold multiple public hearings at various locations throughout the state each year. In order to hold these hearings, Commission staff must transport luggage, audio visual equipment, paper files, and other items. In order to hold these hearings, all Commissioners and multiple other Commission staff members must attend these hearings. The current Chevrolet Impala does not meet the operational needs of the Commission required to carry out its statutory duties and responsibilities.

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.

ADDITIONAL EQUIPMENT - MOTOR VEHICLES				2402400
SPECIAL CATEGORIES				100000
ACQUISITION/MOTOR VEHICLES				100021
GENERAL REVENUE FUND -STATE	119,684			1000 1

=====

AGENCY ISSUE NARRATIVE:

2024-2025 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests a total of \$119,684 to provide funding for state cars for our regional field office(s). The Commission Investigators at the field office(s) are responsible for routinely traveling to county jails and state correctional institutions to conduct revocation hearings and parole interviews. The Commission Investigators currently utilize a rental car for travel, causing them to spend a significant amount of travel time picking up and returning the rental car. By providing the field office(s) with a state car in their region, the Commission Investigators will decrease travel time and manage their work time more efficiently.

The funding is calculated as follows:

Summary of Funding Request of a Chevrolet Equinox:	
Total Need Using FY 2022-23 Pricing	\$ 26,921
\$3,000 Pricing Increase	3,000
Total Need Using FY 2022-23 Pricing plus \$3,000 increase	\$ 29,921

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2024-25		FY 2024-25		FY 2024-25		
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
EQUIPMENT NEEDS						2400000
ADDITIONAL EQUIPMENT - MOTOR VEHICLES						2402400
4 Vehicles						\$119,684

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.

ANNUALIZATION OF ISSUES PARTIALLY FUNDED IN PRIOR YEAR						2600000
ANNUALIZATION OF AGENCY DISCRETIONARY PAY INCREASE FOR FY 2023-24 - THREE MONTHS						2600980
ANNUALIZATION SALARIES AND BENEFITS						010000
GENERAL REVENUE FUND -STATE	42,991					1000 1

POSITION DETAIL OF SALARIES AND BENEFITS:

FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
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A03 - AGY REQUEST FY 2024-25

CHANGES TO CURRENTLY AUTHORIZED POSITIONS

OTHER SALARY AMOUNT						
1000 GENERAL REVENUE FUND						42,991
						42,991

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2024-25	FY 2024-25	FY 2024-25	
	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
CONVERT OTHER PERSONAL SERVICES				
EMPLOYEES TO FULL-TIME EQUIVALENT				
POSITIONS				3000A00
SALARY RATE				000000
SALARY RATE.....	131,040			
=====				
SALARIES AND BENEFITS				010000
	4.00			
GENERAL REVENUE FUND -STATE		216,967		1000 1
=====				
TOTAL: CONVERT OTHER PERSONAL SERVICES				3000A00
EMPLOYEES TO FULL-TIME EQUIVALENT				
POSITIONS				
TOTAL POSITIONS.....	4.00			
TOTAL ISSUE.....		216,967		
TOTAL SALARY RATE.....	131,040			
=====				

AGENCY ISSUE NARRATIVE:

2024-2025 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$216,967 to be transferred from Other Personal Services (OPS) category to the Salary and Benefits category. This request is to convert 3 OPS Office of Executive Clemency Civil Rights Review Specialist II positions and 1 OPS Revocation Commission Technician II position to 3 full-time equivalent (FTE) Civil Rights Review Specialist II positions and 1 FTE Commission Technician II position.

This issue directly supports the goals of the Florida Commission on Offender Review's (Commission) Long Range Program Plan to ensure informed clemency decision-making by the Commission and the Board of Executive Clemency and to timely process cases for Commission action involving review of supervision and violations of supervision.

All of the Civil Rights Review Specialist IIs are assigned to the Office of Executive Clemency. During the last year, 100% of the Civil Rights Review Specialist IIs either took an FTE position within the Commission or left the Commission for an FTE position at another state agency. This turnover rate greatly impacts the ability to have quality staff processing clemency applications.

Retention is critically important to ensure that the Commission effectively meets its constitutional responsibilities. The Commission operates as the administrative and investigative arm of the Board of Executive Clemency. 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.

Civil Rights Review Specialist IIs are responsible for assisting the Executive Clemency Coordinator in carrying out the

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2024-25		FY 2024-25		FY 2024-25		
POS	AMOUNT	POS	AMOUNT	POS	AMOUNT	
						78000000
						78010000
						12
						<u>1206.00.00.00</u>
						3000000
						3000A00

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

WORKLOAD
 CONVERT OTHER PERSONAL SERVICES
 EMPLOYEES TO FULL-TIME EQUIVALENT
 POSITIONS

mission of the Office of Executive Clemency. Civil Rights Review Specialist IIs are responsible for answering a multi-line telephone system, responding to a high volume of calls requesting information regarding clemency processes and procedures, and related inquiries. Civil Rights Review Specialist IIs also prepare electronic files and update information in applicant files and the clemency database.

Fulfillment of this request will enable the Commission to recruit and retain employees capable of working under increasing demands and who can conduct-multiple in-depth tasks simultaneously. The Rules of Executive Clemency are unique and complex in nature, requiring an ability to understand, interpret, and apply the Rules to specific and particular sets of circumstances. Currently, of the current OPS Civil Rights Review Specialist IIs, 100% have been employed with the Commission for 6 months or less. Experienced Commission Investigators are constantly taken away from completing investigations to train new OPS Civil Rights Specialist IIs, which reduces productivity. Clemency requests will be conducted and completed more efficiently if experienced staff are not continually pulled away from substantive tasks to train new OPS Civil Rights Review Specialist IIs.

Revocations Commissions Technician IIs are responsible for entering into the Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC) terminal incoming messages, including messages of new felony arrests of offenders under the Commission's jurisdiction, responds to inquiries, arrests, or location messages from law enforcement agencies regarding possible active warrants, and responds to status inquiries from law enforcement agencies. Revocations Commission Technician IIs also verify "hits" on offenders under the Commission's jurisdiction for whom the Commission has issued arrest warrants, and upon verification of validity of an outstanding warrant, these staff members authorize a "no bond" hold to be placed on the offender to prevent an unauthorized release from custody. Additionally, Revocations Commissions Technician IIs distribute arrest notifications to the appropriate Commission regional offices to ensure the timeliness in all stages of the revocation hearing process and make appropriate database entries, including removal of the "wanted person" notification from the FCIC/NCIC system.

Conversion of these OPS to FTE positions will ensure the Commission's ability to keep pace with increasing supervisor and personnel management workloads by reducing the labor-intensive demands of repeated recruiting, hiring, and on-boarding new staff. Transitioning these positions will generate a cost savings to the Commission and the State by creating a more stable and experienced staff, increasing efficiency, and reducing training and turnover.

This request 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 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 2024-25		FY 2024-25		FY 2024-25		
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
CONVERT OTHER PERSONAL SERVICES						
EMPLOYEES TO FULL-TIME EQUIVALENT						
POSITIONS						3000A00

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2024-25							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
1093 CIVIL RIGHTS SPECIALIST II							
C1001 001	3.00	98,280		64,445	162,725	0.00	162,725
8104 COMMISSION TECHNICIAN II							
C1002 001	1.00	32,760		21,482	54,242	0.00	54,242
TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							216,967
	4.00	131,040		85,927	216,967		216,967

CLEMENCY POSITIONS							3000150
SALARY RATE							000000
SALARY RATE.....	102,642						
=====							
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND	2.00						
-STATE		153,483					1000 1
=====							
EXPENSES							040000
GENERAL REVENUE FUND							
-STATE		24,280	11,756				1000 1
=====							

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2024-25	FY 2024-25	FY 2024-25	
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 POSITIONS				3000150
SPECIAL CATEGORIES				100000
TR/DMS/HR SVCS/STW CONTRCT				107040
GENERAL REVENUE FUND -STATE	720			1000 1
TOTAL: CLEMENCY POSITIONS				3000150
TOTAL POSITIONS.....	2.00			
TOTAL ISSUE.....	178,483	11,756		
TOTAL SALARY RATE.....	102,642			

AGENCY ISSUE NARRATIVE:

2024-2025 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$178,483, of which \$11,756 is nonrecurring, in General Revenue to provide funding for 2 new Government Analyst II positions. This issue directly supports the goals of the Commission's Long Range Program Plan to ensure informed clemency decision-making by the Commission and the Board of Executive (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 administrative and investigative arm of the Governor and Cabinet, who sit collectively as the 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.

For each of the 8 different forms of clemency, there is a separate process for dissemination to the Clemency Board, documentation in the record, written notification to the applicant, and document filing with the Department of State. For each case submitted, the Board may grant, deny, or refer the case back for further investigation or information.

Based on the current needs of the Board, the Commission requests 2 new full-time equivalent (FTE) Government Analyst II positions. These positions are required to address increased workload demands. These Government Analyst II positions will handle confidential information, utilizing numerous records and databases of the Commission, federal, state, and county criminal justice agencies, interact with applicants, Clemency Aides, other state, federal, and local agencies, and the general public, assist with special Board initiatives, and conduct clemency investigations.

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

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2024-25	FY 2024-25	FY 2024-25	
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 POSITIONS				3000150

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 - 2.0 FTE

Expense and Human Resource Services Assessments Package:

Category	#FTE	Standard	Non-Recurring	Recurring
Expense	2 @	\$12,140 = \$24,280	2 @ \$5,878 = \$11,756	2 @ \$6,262 = \$12,524
Human Resource	2 @	\$359.71 = \$ 719.42		2 @ \$ 359.71 = \$ 719.42

POSITION DETAIL OF SALARIES AND BENEFITS:

	FTE	BASE RATE	ADDITIVES	BENEFITS	SUBTOTAL	LAPSE %	LAPSED SALARIES AND BENEFITS
A03 - AGY REQUEST FY 2024-25							
NEW POSITIONS							
2225 GOVERNMENT ANALYST II							
N1001 001	2.00	102,642		50,841	153,483	0.00	153,483
TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							153,483
	2.00	102,642		50,841	153,483		153,483

	COL A03		COL A04		COL A05		CODES
	AGY REQUEST FY 2024-25 POS	AMOUNT	AGY REQ N/R FY 2024-25 POS	AMOUNT	AG REQ ANZ FY 2024-25 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
FUNDING FOR LITIGATION EXPENSES							3000900
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
GENERAL REVENUE FUND -STATE		118,941					1000 1

AGENCY ISSUE NARRATIVE:

2024-2025 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$118,941 in recurring General Revenue funds for litigation expenses in order to acquire, as necessary, representation in litigation and arising from or related to Commission duties and responsibilities. The Commission has no existing litigation funds appropriation. The Commission has limited legal staff and resources and employs only 4 attorneys, including its General Counsel. Such limited legal staff makes it difficult for the Office of the General Counsel to handle protracted litigation or litigation pending in venues outside of Leon County without the aid of outside counsel. Additionally, the Commissioners and the Coordinator of the Office of Executive Clemency, housed within the Commission, are regularly named in litigation along with the Governor and Cabinet as defendants in clemency and related matters. Historically, in order to best defend these matters, defendants in these lawsuits have been represented by the same outside counsel. This funding would cover litigation expenses payable to the Department of Legal Affairs or private counsel, as appropriate.

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.

FEDERAL FUNDING REDUCTIONS							3200000
REDUCTION OF TRUST FUND							3201000
SALARIES AND BENEFITS							010000
FEDERAL GRANTS TRUST FUND -RECPNT		71,960-					2261 9
OTHER PERSONAL SERVICES							030000
FEDERAL GRANTS TRUST FUND -RECPNT		49,631-					2261 9

	COL A03 AGY REQUEST FY 2024-25 POS	COL A04 AGY REQ N/R FY 2024-25 POS	COL A05 AG REQ ANZ FY 2024-25 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
FEDERAL FUNDING REDUCTIONS							3200000
REDUCTION OF TRUST FUND							3201000
EXPENSES							040000
FEDERAL GRANTS TRUST FUND -RECPNT				12,863-			2261 9
TOTAL: REDUCTION OF TRUST FUND							3201000
TOTAL ISSUE.....				134,454-			

AGENCY ISSUE NARRATIVE:

2024-2025 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 participating in the grant and requests a reduction in Trust Fund authority in the amount of \$134,454.

This request is consistent with the Governor's priority to ensure public safety by developing and implementing 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 2024-25							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
OTHER SALARY AMOUNT							
2261 FEDERAL GRANTS TRUST FUND							71,960-
							71,960-

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2024-25	FY 2024-25	FY 2024-25	
	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
PROGRAM REDUCTIONS				33V0000
REDUCE OTHER PERSONAL SERVICES				
EMPLOYEES CONVERTED TO FULL-TIME				
EQUIVALENT POSITIONS				33V0220
OTHER PERSONAL SERVICES				030000
GENERAL REVENUE FUND -STATE		216,967-		1000 1

AGENCY ISSUE NARRATIVE:

2024-2025 BUDGET YEAR NARRATIVE: IT COMPONENT? NO
 This issue reduces Other Personal Services (OPS) funding due to the request to convert OPS employees to full-time equivalent positions, please see issue code 3000A00.

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.

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		3,570,000	2,338,000	1000 1
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AGENCY ISSUE NARRATIVE:

2024-2025 BUDGET YEAR NARRATIVE: IT COMPONENT? YES
 The Florida Commission on Offender Review (Commission) is requesting \$3,570,000 in General revenue of which \$2,338,000 is non-recurring, in order to update its critical applications necessary to ensure the Commission can, with accuracy and timeliness, meet its statutory timeframes and related requirements as to parole, conditional medical release, conditional release, addiction recovery supervision, and control release and its Governor and Cabinet requirements as to executive clemency.

In 2009, the Legislature transferred all Commission information technology (IT) resources to the Department of

	COL A03	COL A04	COL A05	
	AGY REQUEST	AGY REQ N/R	AG REQ ANZ	
	FY 2024-25	FY 2024-25	FY 2024-25	
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

Corrections (Department). The result of this transfer is that the Commission, through a service level agreement, is a customer of the Department for all of its IT service needs.

The Commission has ten (10) applications considered to be legacy because the hardware or software used in or with the applications is beyond end-of-life. Each of these applications is critical to the mission of the Commission. An application "crash" would severely impact and gravely affect Commission workflow. Without the benefit of these applications, the Commission would be forced to revert to manual processing of information, including information submitted to the Commissioners and to the Governor and Cabinet. Reverting to manual processing, however, would be nearly impossible and result in a substantial delay in every aspect of Commission workflow.

FCOR APPLICATION	TOTAL REQUEST	NON-RECURRING
FCOR - CMS (Super Docket & Victims Notifications Letters)	\$ 778,000	\$ 633,000
FCOR Warrants Tracking	\$ 678,000	\$ 533,000
FCOR Revocation Mail Tracking	\$ 483,500	\$ 235,000
FCOR Terminated Personnel Files	\$ 325,000	\$ 175,000
FCOR Agency Details	\$ 226,750	\$ 151,750
FCOR Application Inventory	\$ 226,750	\$ 151,750
FCOR Application Security Manager (ASM)	\$ 226,750	\$ 151,750
FCOR Event Viewer	\$ 226,750	\$ 151,750
FCOR Frontend	\$ 305,000	\$ 155,000
FCOR Performance Based Budgeting (PBB)	\$ 93,500	\$ 0
	\$ 3,570,000	\$ 2,338,000

The data contained in these applications is a core component of Commission resources and retention and use of this data is necessary in order for the Commission to meet its statutory timeframes and related requirements and its Governor and Cabinet executive clemency requirements. Funding this issue, which includes restoration of beyond end-of-life applications and database servers, will allow the Department to ensure the Commission is able to meet its statutory timeframes and related requirements and its Governor and Cabinet executive clemency requirements timely and accurately.

This issue is consistent with the Governor's priority to ensure public safety by developing and implementing 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 2024-25	FY 2024-25	FY 2024-25	
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
COMMISSION OPERATIONS				4000000
ARMED SECURITY GUARD FOR FLORIDA				
COMMISSION ON OFFENDER REVIEW'S				
HEADQUARTERS				4000100
SPECIAL CATEGORIES				100000
CONTRACTED SERVICES				100777
GENERAL REVENUE FUND -STATE	61,290			1000 1

AGENCY ISSUE NARRATIVE:

2024-2025 BUDGET YEAR NARRATIVE:

IT COMPONENT? NO

This request is for the Florida Commission on Offender Review (Commission) to acquire an armed security guard at the Commission's Central Office, to work 2,860 hours annually at an annual cost of \$61,290 in recurring General Revenue funds in the Contracted Services category.

The Commission is responsible for determining whether to release offenders on parole or conditional medical release, and for establishing the terms and conditions of supervision for all offenders released to parole, conditional medical release, conditional release, addiction recovery supervision, and control release. The Commission is also responsible for making final revocation determinations for offenders released to these forms of post-incarceration supervised release. Additionally, as to executive clemency, the Commission acts as the administrative and investigative arm of the Governor and Cabinet, who sit collectively as the Board of Executive Clemency.

Florida Department of Law Enforcement (FDLE) Capitol Police has confirmed that the Commission is the only state agency housed within the Capital Circle Office Complex with public access without a security guard.

Due to multiple security incidents in the Commission's Central Office, the Commission has identified a need for an armed security guard to protect staff and the sensitive and confidential information housed within the Commission's offices by ensuring that unauthorized individuals do not gain access to secure areas. Additionally, Commissioners and Commission personnel are routinely involved in decisions that affect the incarceration or supervision status of convicted felons, many of whom are violent and habitual offenders. These decisions occur during regular publicly noticed meetings, attended by dozens of visitors, including inmate or offender supporters, victims, and those representing the interests of the inmates or offenders and the victims. It is not uncommon for these meetings to become emotionally charged, with each side the inmate or offender side and the victim side displaying an array of emotion.

This issue is consistent with the Governor's priority to ensure public safety by developing and implementing 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 AGY REQUEST FY 2024-25 POS	COL A04 AGY REQ N/R FY 2024-25 POS	COL A05 AG REQ ANZ FY 2024-25 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
COMMISSION OPERATIONS							4000000
SALARY COMPRESSION FOR REGIONAL ADMINISTRATORS, COMMISSION INVESTIGATOR SUPERVISORS AND COMMISSION INVESTIGATORS							4005A30
SALARY RATE							000000
SALARY RATE.....	319,243						
=====							
SALARIES AND BENEFITS							010000
GENERAL REVENUE FUND -STATE				386,986			1000 1
=====							
TOTAL: SALARY COMPRESSION FOR REGIONAL ADMINISTRATORS, COMMISSION INVESTIGATOR SUPERVISORS AND COMMISSION INVESTIGATORS							4005A30
TOTAL ISSUE.....				386,986			
TOTAL SALARY RATE.....	319,243						
=====							

AGENCY ISSUE NARRATIVE:

2024-2025 BUDGET YEAR NARRATIVE: IT COMPONENT? NO

The Florida Commission on Offender Review (Commission) requests \$386,986 in recurring General Revenue funds to increase the salary to address compression due to the minimum wage increase and retention issues by \$2,209 each for 5 Regional Administrators, by \$3,100 each for 7 Commission Investigator Supervisors and 3 Acting Supervisors, and \$3,800 each for 66 full-time equivalent Commission Investigators, \$4,606 for 1 Administrative Analyst, \$3,758 for 1 Government Operations Consultant III, and \$1,950 for 10 part-time equivalent Commission Investigator positions, which includes salary and benefits. This issue directly supports the goals of the Commission's Long Range Program Plan (LRPP) to select appropriate individuals for parole, conduct revocation hearings, ensure informed decision-making by the Commission and the Board of Executive Clemency, and to ensure timely decisions.

Position Title	Positions	Salary & Benefits
Regional Administrator	5	\$ 13,553
Commission Investigator Supervisor	7	\$ 26,539
Acting Commission Investigator Supervisor	3	\$ 11,273
Commission Investigator	76	\$ 327,257
Administrative Analyst	1	\$ 4,606
Government Operations Consultant III	1	\$ 3,758

Total Salary Adjustment	93	\$ 386,986

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2024-25		FY 2024-25		FY 2024-25		
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

The Commission operates as the administrative and investigative arm of the Board of Executive 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 3 years, the Commission has experienced a 35% 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 was required to re-advertise the same investigator positions numerous times in order to interview and hire qualified and quality candidates. Retention is essential to maintaining experienced staff to increase efficiency and productivity and is critical to ensure that the Commission effectively meets its constitutional and statutory responsibilities.

Currently, the hourly base rate of pay for a Commission Investigator is \$18.67, which is \$3.67 above the minimum wage. Due to the high level of responsibility of a Commission Investigator and the current rate of pay, the Commission is unable to recruit and retain experienced Commission Investigators. This requested salary increase will address the compression for Commission Investigators and the related 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 clemency investigations simultaneously. The lack of new hires with investigative experience causes an unusually long training period before the Commission Investigators 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 has resulted in a decreased number of cases submitted to the Board. The funding of this request will allow for investigations to be conducted and completed more efficiently, due to the ability to hire and retain more experienced Commission Investigators, which will greatly reduce the time spent 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 product 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(s). This includes, but is not limited to, work assignments, hiring, staff placement, training,

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2024-25		FY 2024-25		FY 2024-25		
POS	AMOUNT	POS	AMOUNT	POS	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

discipline, performance evaluations, and travel reimbursements. They also review and approve the work product of Commission Investigators, which includes all forms of executive clemency investigations, parole interviews, parole, and conditional medical release plans, and all hearings involving the revocation process.

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 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 Board. These detailed investigations provide a full picture of the applicant's criminal and social history and activities, which assist the Board in making informed decisions. Commission Investigators respond to questions and correspondence presented by Clemency Aides and solicit comments from state attorneys, judges, defense attorneys, victims, victim advocate groups, applicants, and applicant 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 Board.

In addition to clemency tasks and responsibilities, Commission Investigators conduct quasi-judicial fact-finding revocation hearings for offenders alleged to have violated conditions of parole, conditional medical release, control release, conditional release, and addiction recovery release supervision, including preliminary and final parole revocation hearings, final revocation hearings for the other forms of post-incarceration supervised release, release on own recognizance hearings, and courtesy interstate probable cause hearings for the Department of Corrections (Department). Revocation hearings include issuing subpoenas for testimony from witnesses and victims and for documents and other evidence, taking testimony, making evidentiary determinations, making findings of fact, and providing a written recommendation to the Commissioners. Commission Investigators also conduct interviews with inmates at each stage of the parole process and conduct investigations regarding the suitability of proposed release plans for conditional medical release and parole cases.

The Administrative Analyst is responsible for researching and preparing capital punishment clemency investigations for the Commissioners and the Governor and Cabinet. The Administrative Analyst develops and completes an in-depth brief and study of circuit court, state supreme court, and federal court files as well as Department death row inmate files. The Administrative Analyst researches all criminal and social history information, legal documents, trial transcripts, appeals, motions, petitions, and responses filed in the courts. The analyst coordinates the scheduling of an inmate's in-person clemency interview held at prison where the inmate is housed.

The Government Operations Consultant III is responsible for researching and preparing information related to clemency investigations for the Commissioners and the Governor and Cabinet and performing analysis of clemency processes and procedures to ensure all directives from the Board are functioning effectively. The consultant develops training materials, maintains and updates manuals, conducts staff training, and assists in the development of policies and procedures. The consultant conducts in-depth research of court clerk financial records to determine if clemency applicants have satisfied all court-ordered legal financial obligations. The Government Operations Consultant performs

COL A03		COL A04		COL A05		CODES
AGY REQUEST		AGY REQ N/R		AG REQ ANZ		
FY 2024-25		FY 2024-25		FY 2024-25		
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

quality assurance with law enforcement agencies at the municipal, city, county, state, and federal levels in order to reconcile differences or errors in criminal histories and obtain criminal records and confidential information needed to provide the Commission and Board with accurate and sufficient information to make informed clemency decisions.

This request 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 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 2024-25							
CHANGES TO CURRENTLY AUTHORIZED POSITIONS							
RA01 RATE & SALARY ADJ - BENEFITS NO FTE							
C1003 001	0.00	319,243		67,743	386,986	0.00	386,986
TOTALS FOR ISSUE BY FUND							
1000 GENERAL REVENUE FUND							386,986
	0.00	319,243		67,743	386,986		386,986

TOTAL: ADULT PRISONS							<u>1206.00.00.00</u>
BY FUND TYPE							
GENERAL REVENUE FUND.....	167.00	19,117,384	2,349,756				1000
SALARY RATE.....		9,103,107					