



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

## Monthly Accomplishments Report June 2023

### Chairman's Message

*Melinda N. Coonrod*

During the month of June, the Commission management prepared and completed annual reviews and end-of-fiscal year projects and reports. The Commission was successful in meeting our goals and achieving our mission across all divisions.

Kevin Goehrig, the supervisor for the Commission's Victim Services section, attended a training offered by the Attorney General's Office for the Victim Services Practitioner Designation. Instructors for this training included members of the Attorney General's staff, Polk County and Collier County Sheriff's Offices, the Federal Bureau of Investigation (FBI), and several victim-focused organizations around Florida.

Detailed information about our accomplishments under each division is found on the following pages. If you have questions about the content of this report, please email [publicaffairs@fcor.state.fl.us](mailto:publicaffairs@fcor.state.fl.us) or call 850-921-2816.

Sincerely,

*Melinda N. Coonrod*

Chairman

## Division of Operations

The Division of Operations is the largest unit of the Commission and is comprised of four sections: The Revocations Unit, Victims' Services, Office of the Commission Clerk, and Field Services. Twelve field offices are divided among five regional areas across the state with each region staffed by an administrator who directs the day-to-day activities of the professionals and support staff assigned to offices located within the region.

Operations is responsible for multiple functions in the administration of post-prison supervisory release programs. These supervised release programs include parole, conditional medical release, control release, conditional release, and addiction recovery release supervision. Through its Field Services staff, Operations conducts parole interviews, administrative hearings for alleged violations of supervision, as well as clemency investigations for the Board of Executive Clemency.

### Accomplishments: June 2023

#### Office of the Commission Clerk

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Cases Docketed: 762

- Parole Interviews, Reviews (70), Granted (2), Terminated (2), Released to Guidelines (0), Declined to authorize (1), Rescinded/Re-paroled (0)
- Conditional Medical Release Granted (3), Denied (2)
- Conditional Release cases scheduled for Docket (611)
- Addiction Recovery cases scheduled for Docket (66)

#### Revocations

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Revocations: 595

- Warrants Issued (164)
- Revocations Scheduled for Docket (163)
- Final Hearing Results Received, ROR granted, denied (119)
- Revoked or Reinstated, including ROR, NTA (159)

*\*Includes parole, conditional release, addiction recovery release, and conditional medical release and control release cases.*

#### Victims' Services

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Victims' Services: 610

- Victims' requests for information on parole, conditional release, and conditional medical cases (207)
- Victims Located (98)
- Status updates to victims on parole, conditional medical, and clemency cases (292)
- Assisted victims who attended parole or clemency hearings (12)

#### Field Services

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Field Services: 273

- Parole Interviews (44)
- Revocation Interviews (190)
- Revocation Hearings (39)

## Division of Administration

*The Division of Administration provides administrative support to the Commission's Central Office and 12 field offices. Administration includes Human Resources, Finance and Accounting, Purchasing, Safety, Grants, Contracts, Inventory, Emergency Management, and General Services.*

### Accomplishments: June 2023

- Submitted 61 requisitions, 29 security requests, 49 purchase request, 22 work orders, 10 deliveries, 65 logged in accounting vouchers, 44 HR actions.
- 96.75% Prompt Pay
- Provided agency staff safety/wellness information
- Attended FL Palm meetings, Administration team meeting, FL Palm and OIT Meeting, Leadership meetings, HR meetings, OBIS meetings, COOP meetings, PBB meeting, CMS meetings, budget meeting, meeting with FDC accounting staff, Emergency management meetings, Safety meetings, Telework meetings, IT LBR meetings,
- Monthly budget analysis
- Set performance measures for staff
- Submitted spreadsheet for Bill impact for Administration
- Review all of FCOR IT applications
- Updated WebEOC
- Developed OBIS PowerPoint
- Added FCOR P- Card training to LMS
- Received all updated Telework agreements for fiscal year 23/24
- Monitored the completion for the 2021 Financial Disclosure
- Conducted Performance Expectations audits
- Completed FCOR mandatory training and Defensive Driving training
- Updated master list for central office of staff approved to drive for FCOR business
- Updated FALCOM/FDLE database
- Processed Verizon invoices to staff
- Conducted Quarterly safety meeting
- COOP training with Leadership and Supervisors
- Fire drill– reviewed drill with safety committee
- Conducted SunPass audit
- Repaired phone issue statewide
- Updated COOP book with phone transfer lists and training information
- Attended SERT ECO meeting
- Conducted Telework home testing
- UMC Report on Users
- Budget Amendment
- Security risk assessment meeting
- Conducted the annual wireless device (cell phone and hotspot) audit.
- Blanket Travel Authorization
- FCOR Smart Sheets
- Responded to Task 327 FL Palm
- Submitted the Agency Owned & Leased Portfolio Management Plan

## Office of General Counsel

*The Office of the General Counsel is charged with successfully prevailing on litigation filed against the Commission, providing quality legal advice and representation in a prompt manner, and engaging in proactive legal counseling to prevent unnecessary litigation in the future.*

### **Accomplishments: June 2023**

During the month of June 2022, the Office of the General Counsel generated seventeen (19) court filings, including briefs, responses, motions, orders, and notices.

During the month of June 2022, the Office of the General Counsel responded, through completion, to seventy-seven (77) public records requests.

During the month of June, the Commission received seven (7) positive orders, from state circuit courts, district courts of appeal, the Florida Supreme Court, and federal courts. These orders are in the nature of reaffirming long-held and long-standing precedent governing some of the more common challenges presented against the Commission, including the denial of a grant of credit for time out on supervision after a supervision revocation, the recommendation for particular programming, the placement of an offender on conditional release, the Commission's discretionary authority to impose special conditions in a conditional release order, the Commission's denial of a grant for a special interview, the sufficiency of the evidence presented at revocation hearings, and the Commission's decision to aggravate for unsatisfactory institutional conduct and its decision not to mitigate based on particular information set forth by an inmate.

## Office of Legislative Affairs

*The Office of Legislative Affairs is charged with overseeing the Commission's legislative program as the agency's chief legislative advocate.*

### **Accomplishments: June 2023**

- Conducted ongoing legislative constituent relations regarding various Commission functions.

## Office of Communications

*The Office of Communications is charged with overseeing the agency's communications and public information program, with the director acting as the agency's chief spokesperson.*

### **Accomplishments: June 2023**

- Provided ongoing media relations.
- Responded to public records requests.
- Monitored the media for content related to Commission business.

## Office of Executive Clemency

*The Office of Executive Clemency (OEC) reports directly to the Governor and Cabinet who sit as the Executive Clemency Board (Clemency Board) in the performance of their duties and responsibilities. This office is responsible for coordinating all clemency meetings, presenting all applicants to the Clemency Board, accepting clemency applications, referring applications for investigation, and serves as the official custodian of all clemency records.*

### **Accomplishments: June 2023**

The main goal of the Office of Executive Clemency (OEC) is to support the Executive Clemency Board (Clemency Board). OEC staff also aids the public regarding the clemency process, applications and historical records.

OEC maintains multiple phone lines and a web email accounts that are staffed daily to answer inquiries.

OEC receives and processes clemency applications and notifies the applicants of their eligibility for the different forms of clemency. Correspondence is provided to the applicants explaining the next steps in the process and advising of any additional information that is needed to move their application forward. OEC informs applicants of the final Clemency Board action along with the various forms of denials and grants.

OEC is the custodian of all clemency records and processed over 400 requests received from criminal justice agencies regarding clemency action on individuals being investigated and/or prosecuted. OEC further assisted in responding to clemency records request, legal inquiries, and legislative inquiries.

OEC worked closely with the Clemency Board in the presentation and circulation of preliminary review list for RCR Without a Hearing, RFR/Commutation of Sentence and Unfavorable Commission Recommendations for With a Hearing cases as well as applicants who will appear on a clemency agenda. This office prepares all Executive Orders for signature and RCR Certificates for those granted without a hearing.

OEC prepared and submitted executive orders for signature to the Board of those granted.

### **Webpage Statistics**

- <https://FCOR.state.fl.us> has received 91,202,563 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,253,140 names were located, and 129,921 certificates have been printed.

Currently 378,893 RCR certificates are available for printing and can be searched on our website: [www.fcor.state.fl.us](http://www.fcor.state.fl.us) under the clemency tab.

## Office of Clemency Investigations

*The Office of Clemency Investigations is charged with investigating, reviewing, evaluating, and reporting to the Clemency Board in all types of clemency cases including, but not limited to, the restoration of civil rights, full pardons, firearm authority, commutations of sentence, remission of fines, and capital punishment cases.*

### **Accomplishments: June 2023**

- Conducted eligibility reviews on pending applications under the criteria of the Rules of Executive Clemency
- Prepared investigations completed by field offices for Commissioners' review and conducted quality assurance reviews of With Hearing investigations for upcoming Clemency Board Meetings.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Coordinated with the regional field offices to prepare boxes of closed clemency files for shipping to central office. Prepared approximately 100 boxes of closed clemency files for processing to the Storage Records Center in accordance with procedures and approved retention schedules.
- Updated the office Telephone Procedures Training Manual and one clemency procedure directive.
- Worked with Department of Corrections (DC) IT members and Commission staff on the ongoing implementation of improved features and functionality to the clemency databases and the PBB database.
- Provided ad hoc investigation, research, assistance, and other information to the various clemency aides upon specific requests.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information and data requests.
- Provided oversight and direction regarding agency records retention, storage, and disposition in accordance with approved retention schedules.
- Hired one new Commission Investigator and conducted training with several new investigators.
- Provided customer service to clemency applicants.