



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

## Monthly Accomplishments Report May 2023

### Chairman's Message

*Melinda N. Coonrod*

During the month of May, the Chairman, members of Central Office staff, and staff from the Region Three field office visited the Ken Cofield Women's Transition Program at Lowell Correctional Institution. Representative Yvonne Hayes Hinson was also in attendance, along with members of the Lowell Correctional Institution and Circuit Office staff. The purpose of this visit was to view the progress of the newly implemented program and to get feedback about the program from the current participants.

The Chairman and Central Office staff also visited the Tampa field office, where staff were introduced to Megan Higgins as she steps into her new role as the Director of Field Operations.

Additionally, the Chairman and Central Office staff also visited NOAH Community Outreach, where they met with Elder Tony Parker and several current parolees. This visit included discussions about the Commission's expectations from participants in the program, providing answers to some questions regarding travel, and a tour of the current housing for those program participants.

The Office of Executive Clemency prepared for and conducted the Executive Clemency Board meeting on May 24, 2023. At this meeting, a total of 43 cases were considered by the Clemency Board for Full Pardon and Specific Authority to Own, Possess, or Use Firearms. Of the 43 cases that appeared on the agenda, 29 were granted by the Clemency Board during the meeting.

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: May 2023

#### Office of the Commission Clerk

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Cases Docketed: 490

- Parole Interviews, Reviews (75), Granted (6), Terminated (6), Released to Guidelines (0), Declined to authorize (0), Rescinded/Re-paroled (0)
- Conditional Medical Release Granted (4), Denied (2)
- Conditional Release cases scheduled for Docket (578)
- Addiction Recovery cases scheduled for Docket (60)

#### Revocations

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Revocations: 621

- Warrants Issued (166)
- Revocations Scheduled for Docket (172)
- Final Hearing Results Received, ROR granted, denied (118)
- Revoked or Reinstated, including ROR, NTA (165)

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

#### Victims' Services

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Victims' Services: 556

- Victims' requests for information on parole, conditional release, and conditional medical cases (168)
- Victims Located (138)
- Status updates to victims on parole, conditional medical, and clemency cases (241)
- Assisted victims who attended parole or clemency hearings (5)
- Summer intern onboarded (1)
- Supervisor met with audit personnel (3)

## Field Services

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Field Services: 264

- Parole Interviews (37)
- Revocation Interviews (183)
- Revocation Hearings (44)

## Division of Administration

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

### Accomplishments: May 2023

- Submitted 72 requisitions, 15 security requests, 58 purchase requests, 4 work orders, 0 deliveries, 43 logged in accounting vouchers, 26 HR actions, 41 invoices, and processed 8 travel
- 100% 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 Emergency Management meetings, PBB meeting, CMS meetings, budget meeting, MFMP Customer Round Table webinar focusing on year-end activities, meeting with FDC accounting staff, purchasing directors meeting, auditors meetings, Agency Training Manager Meeting, Human Resource Officers' Meeting, Attendance & Leave COI Mtg, Performance Management COI, Recruitment Selection ,FASM Meeting, and Statewide Leasing Community Annual Meeting.
- Evaluation and review of all FCOR databases
- Provided responses to auditors
- Added and updated users to STMS
- Provided COOP training
- Completed EEO-4 Survey
- Audit all position description files
- Monthly budget analysis
- UMC Report on Users
- OIT Demands
- Capital Case Contracts
- Public Records Request
- Budget Amendment
- Submitted Agency Lease Inventory Overview Spreadsheet
- Submitted Form 4106 Signature Authority
- Responded to 2023 Annual Data Gathering for Land Information
- Set up Attorneys for next FY
- Implementation of Multi-factor Authentication for STMS
- Update emergency staff rosters
- SAR Training
- Conducted safety inspection.

## Office of General Counsel

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

### **Accomplishments: May 2023**

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

During the month of May, the Office of the General Counsel responded, through completion, to sixty-two (62) public records requests.

During the month of May, the Commission received eighteen (18) 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: May 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: May 2023**

- Provided ongoing media relations.
- Responded to public records requests.
- Composed internal messages to staff.
- Composed correspondence on behalf of the agency to external audiences.
- Composed social media posts on behalf of the Chairman.
- Attended management meetings.
- Completed ongoing updates to the Commission website.

- Provided proofreading and editing for agency policy documents and other Commission communications and reports.
- Monitored the media for content related to Commission business.
- Composed and disseminated press releases related to Commission business.
- Update the Commission's Wikipedia page.

## 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: April 2023

- The main goal of the Office of Executive Clemency (OEC) is to support the Executive Clemency Board (Clemency Board). OEC staff also provides assistance to 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 coordinated and conducted the Executive Clemency Board Meeting on May 23, 2023, at the Capitol.

### Webpage Statistics

- <https://FCOR.state.fl.us> has received 91,152,573 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,245,855 names were located and 129,438 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: May 2023**

- On May 24, 2023, the Governor and Cabinet, sitting collectively as the Clemency Board, held its second Clemency Board Meeting of 2023. The Commission completed and submitted 43 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, attended and were available to provide detailed information related to the Confidential Case Analyses in response to any inquiries or requests for additional information from the Board Members.
- Held conference call with the Regional Administrators and Supervisors with discussion on conducting clemency investigations, workload priorities, database issues, and the Rules of Executive Clemency.
- 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.
- Worked with Department of Corrections (DC) IT members and Commission staff on the ongoing implementation of improved features and functionality to the clemency database and the PBB database.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Provided ad hoc investigation, research, assistance and other information to the various clemency aides upon specific requests.
- 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.
- Provided customer service to clemency applicants.