



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report April 2022

Chairman's Message

Melinda N. Coonrod

During the month of April, the Commission held out-of-town parole hearings in Minneola, Florida, and participated in numerous National Crime Victims' Rights Week (NCVRW) events and activities. Commission staff attended local NCVRW events, including the Peyton Tuthill Annual Walk for Peace and Unity. The Commission also held events at the central office, which included a Walk of Remembrance and a teddy bear drive in partnership with the Department of Corrections to collect plush toys for children in crisis.

Additionally, the Office of Executive Clemency prepared Executive Orders for those granted clemency at the March board meeting. The Commission is also preparing for the June meeting of the Board of Executive Clemency and monitoring ongoing legislative developments.

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 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: April 2022

Office of the Commission Clerk

Cases Docketed: 540

- Parole Interviews, Reviews (75), Granted (1), Terminated (4), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (4), Denied (0)
- Conditional Release cases scheduled for Docket (407)
- Addiction Recovery cases scheduled for Docket (45)

Revocations

Revocations: 433

- Warrants Issued (115)
- Revocations Scheduled for Docket (114)
- Final Hearing Results Received, ROR granted, denied (87)
- Revoked or Reinstated, including ROR, NTA (117)

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

Victims' Services

Victims' Services: 1,350

- Victims' requests for information on parole, conditional release, and conditional medical cases (246)
- Victims Located (54)
- Status updates to victims on parole, conditional medical, and clemency cases (1,018)
- Assisted victims who attended parole or clemency hearings (32)

Field Services

Field Services: 194

- Parole Interviews (30)
- Revocation Interviews (130)

- Revocation Hearings (34)

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: April 2022

- Submitted 80 requisitions, 16 security requests, 72 purchase requests, 11 work orders, 7 deliveries, 43 vouchers, 21 HR actions, 44 invoices, and 14 travel expenses.
- Achieved 100% prompt payment compliance.
- Revised CMS BSR and CMS BSAR documents.
- Prepared and presented the monthly budget analysis.
- Provided agency staff with safety/wellness information.
- Confirmed FGTF users.
- Submitted the GASB 87 operating leases.
- Attended FL Palm meetings, Administration team meetings, FL Palm and OIT meetings, CMS database meetings, Budget meetings, Leadership meetings, HR meetings, VOCA meetings, Leasing meeting, MFMP 2.0 conversion meeting, Classification & Org Structure COI Meeting, Coffee and Community Resources, and Human Resource Officers' Meeting.
- Assisted with FCOR apparel.
- Audited all 2021–2022 performance expectations.
- Completed AA Agency-Specific Plan Questionnaire.
- Provided payroll deduction code vendor information.
- Discussed responsibilities and evacuation plans with floor wardens and evacuation captains.
- Sent agency-wide email regarding Capitol Police bomb threat procedures.
- Reviewed the CMS User Guide.

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: April 2022

During the month of April, the Office of the General Counsel generated thirty (30) court filings, including briefs, responses, motions, orders, and notices.

During the month of April, the Office of the General Counsel responded, through completion, to fifty-nine (59) public records requests.

Monthly Accomplishments Report

During the month of April, the Commission received eight (8) positive orders, from state circuit courts, district courts of appeal, and the Florida Supreme Court. 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: April 2022

- Presented FCOR's 2022 Legislative Session final report to senior staff.
- Provided FCOR staff with a post-session legislative update on issues regarding state employees and the Commission.
- Attended the regional parole hearing with legislative aides from the local districts in Minneola on April 13–14.
- Started preparation for the tour of the FIU Corrections Transitions Program (CTP) at Everglades Correctional Institution in Miami.
- Directed legislative constituent relations regarding functions of the Commission and the Office of Executive Clemency.

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: April 2022

- Provided ongoing media relations.
- Composed internal messages to staff.
- Composed correspondence on behalf of the agency to external audiences.
- 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.
- Created and disseminated materials and assisted with events for National Crime Victims' Rights Week.
- Created a Wikipedia page about the Commission.

Office of Executive Clemency

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

Accomplishments: April 2022

- The main goal of the Office of Executive Clemency (OEC) is to support the Executive Clemency Board (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 account that are staffed daily to answer inquiries. This office continues to receive an influx of inquiries relating to voting issues.
- 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 Board action along with summary denials and grants.
- OEC is the custodian of all clemency records and processed over 500 requests received from criminal justice agencies regarding clemency action on individuals being investigated and/or prosecuted. OEC further assisted in responding to clemency records requests, legal inquiries, and legislative inquiries.
- OEC worked closely with the Board in the circulation of a preliminary review list for RCR Without a Hearing, RFR/Commutation of Sentence, and Unfavorable Commission Recommendations for With a Hearing cases. This office prepares Executive Orders for signature and RCR Certificates for those granted without a hearing.
- OEC prepared Executive Orders for those granted clemency at the March Board meeting and the orders have been sent to the Board members for signatures.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 90,502,915 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,230,383 names were located, and 122,511 certificates have been printed.
- Currently, 378,692 RCR certificates are available for printing and can be searched on our website: www.fcor.state.fl.us under the clemency tab or www.FLrestoremyrights.com.

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: April 2022

- Conducted eligibility reviews on pending applications under the criteria of the revised clemency rules.
- Prepared investigations completed by field offices for Commissioners' review and conducted quality assurance reviews of With Hearing investigations for upcoming Clemency Board Meetings.
- Worked with Department of Corrections (DC) IT members and Commission staff on the ongoing implementation of features and functionality to the clemency database. Participated in group meetings with DC and Commission staff on clemency database upgrades including user testing, user roles, forms/letters, reporting, data integrity, and resolving outstanding issues.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- 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 other responses for clemency information and data requests.
- Conducted training sessions with new investigators.
- Provided oversight and direction regarding agency records retention, storage, and disposition in accordance with approved retention schedules.
- Provided customer service to clemency applicants.