



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report February 2022

Chairman's Message

Melinda N. Coonrod

During the month of February, the Commission celebrated Black History Month with displays throughout the central office, including a Black History Museum with a range of exhibits all month long. Additionally, the Office of Communications along with other Commission staff created video content to educate the public about the consequences of drug and alcohol-related offenses with a focus on the loss of civil rights.

The Commission continues to track bills this Legislative session that are relevant to the agency and to meet with Legislators as needed. We're also preparing for the next meeting of the Board of Executive Clemency, which is currently scheduled for March 30, 2022.

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: February 2022

Office of the Commission Clerk

Cases Docketed: 756

- Parole Interviews, Reviews (74), Granted (2), Terminated (4), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (1), Denied (5)
- Conditional Release cases scheduled for Docket (609)
- Addiction Recovery cases scheduled for Docket (58)

Revocations

Revocations: 373

- Warrants Issued (114)
- Revocations Scheduled for Docket (114)
- Final Hearing Results Received, ROR granted, denied (35)
- Revoked or Reinstated, including ROR, NTA (110)

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

Victims' Services

Victims' Services: 1,666

- Victims' requests for information on parole, conditional release, and conditional medical cases (150)
- Victims Located (97)
- Status updates to victims on parole, conditional medical, and clemency cases (1,390)
- Assisted victims who attended parole or clemency hearings (29)

Field Services

Field Services: 240

- Parole Interviews (58)
- Revocation Interviews (151)
- Revocation Hearings (31)

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: February 2022

- Submitted 14 requisitions, 14 security requests, 10 purchase requests, and 11 work orders. Completed 9 deliveries and logged in 51 accounting vouchers, 23 HR actions, 52 invoices, and 14 travel submissions.
- Achieved 98.48% prompt payment compliance.
- Reviewed CMS BSR, CMS BSAR, documents, and submitted comments/revisions.
- Respond to FDC IT on OBIS revisions pertaining to FCOR.
- Prepared and presented the budget monthly analysis.
- Provided information to leadership for special projects.
- Provided agency staff with safety/wellness information.
- Submitted property values.
- Attended FL Palm meetings, Administration team meeting, FL Palm and OIT meeting, MAC database meetings, CMS database meetings, budget meetings, and leadership meetings.
- Attended HR meetings, VOCA meetings, OBIS meetings, Human Resource Officers' meeting, Interagency Advisory Council meeting, and IAC meeting.
- Completed office security for FCOR training, E-Verify Open TNC Training Session.
- Certified EEO for VOCA Application 2022–23.
- Verified the Commission on Ethics mailing list.
- Completed VOCA application submission, researched VOCA for 5 Years and completed VOCA Estimate.
- Submitted recycling project.
- Completed a checkup on all agency laptops and warranty status for replacement proposals.
- Finalized gold shield/badge audit.
- Completed training survey to all FCOR staff.
- Audited employee driver's license and insurance information.
- Met with Awards4U.
- Updated central office evacuation checklist.
- Setup new Pcard holders and users in STMS.
- Coordinate federal audit.
- Completed documents for VOCA response.
- Completed COOP plan training.

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: February 2022

During the month of February, the Office of the General Counsel generated twenty-nine (29) court filings, including briefs, responses, motions, orders, and notices.

During the month of February, the Office of the General Counsel responded, through completion, to fifty-eight (58) public records requests.

During the month of February, the Commission received twelve (12) 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: February 2022

- The Commission's Senate Bill 454 passed on the Senate floor 37-0.
- Conducted budget meetings with the legislature on FCOR priorities.
- Attended Criminal Justice Committee meetings in both chambers of the legislature.
- Tracked legislation that could affect the Commission.
- 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: February 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 a new and updated After the Crime video.

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: February 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 related 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 requests received from criminal justice agencies regarding clemency action on individuals being investigated and/or prosecuted. OEC further assisted in responding to public records requests, legal inquiries, and legislative inquiries.
- FCOR received legislative funding for an upgrade to the MACNet database that maintains all clemency records. This office has met with the Department of Corrections' Information Technology section multiple times per week through the Teams application, allowing for sharing of the database screens to define the implementation of this project. This project is continuing after the end of the last fiscal year as the development and testing are still in progress.
- OEC worked closely with the Board in the circulation on the 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. All Executive Orders are filed with the Secretary of State and provided to applicants.
- This office worked closely with the Office of Clemency Investigations and the Board in preparing for the upcoming March 30, 2022 clemency meeting.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 90,436,404 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,227,411 names were located, and 121,656 certificates have been printed.
- Currently, 378,588 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: February 2022

- Worked with Department of Corrections (DC) IT members and Commission staff on the implementation of the new clemency database. Participated in group meetings with DC and Commission staff on the clemency database upgrade including user testing, user roles, forms/letters, reporting, data integrity, timelines, and resolving outstanding issues.
- Conducted reviews on pending applications for eligibility 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.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Conducted investigations on Restoration of Civil Rights Without a Hearing 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 in other responses for clemency information and data requests.
- Hired four OPS Commission Investigators and conducted training sessions with new investigators.
- Provided customer service to clemency applicants.