



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

## Monthly Accomplishments Report March 2022

### Chairman's Message

*Melinda N. Coonrod*

March brought the end of the 2022 regular legislative session and the completion of yet another clemency hearing. During this year's session, the Commission's bill (SB-454) to increase compensation for retired or former Commissioners was approved and several key budget requests were included in the state budget, which is pending approval by the Governor.

Additionally, the Office of Executive Clemency coordinated and conducted the Executive Clemency Board Meeting on March 30, 2022, at the Capitol. Commission staff attended the hearing, which was a success. The Commission also completed annual safety inspections of the central office.

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: March 2022

#### Office of the Commission Clerk

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Cases Docketed: 728

- Parole Interviews, Reviews (83), Granted (3), Terminated (4), Released to Guidelines (1), Declined to authorize (1), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (1), Denied (6)
- Conditional Release cases scheduled for Docket (559)
- Addiction Recovery cases scheduled for Docket (63)

#### Revocations

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Revocations: 422

- Warrants Issued (151)
- Revocations Scheduled for Docket (106)
- Final Hearing Results Received, ROR granted, denied (68)
- Revoked or Reinstated, including ROR, NTA (97)

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

#### Victims' Services

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Victims' Services: 1,465

- Victims' requests for information on parole, conditional release, and conditional medical cases (218)
- Victims Located (62)
- Status updates to victims on parole, conditional medical, and clemency cases (1,154)
- Assisted victims who attended parole or clemency hearings (31)

#### Field Services

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Field Services: 236

- Parole Interviews (39)
- Revocation Interviews (163)
- 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: March 2022**

- Submitted 50 requisitions, 17 security requests, 21 purchase requests, and 16 work orders. Completed 4 deliveries and logged in 58 accounting vouchers, 19 HR actions, 18 invoices, and 13 travel submissions.
- Achieved 98.48% prompt payment compliance.
- Reviewed CMS BSR, CMS BSAR, documents, and submitted comments/revisions.
- Prepared and presented the budget monthly analysis.
- Coordinated onsite visit with Capital Insurance.
- Processed dual hire and overtime forms.
- Assisted with updating the Safety PowerPoint.
- Attended the safety meeting, completed the safety inspection, attended fire extinguisher simulation training, and updated the evacuation checklist and floor warden roster.
- Revised information technology procedure directive.
- Submitted access control for Flair.
- Confirmed Suncom users.
- Obtained VOCA research information.
- Attended FL Palm meetings, Administration team meeting, FL Palm and OIT meeting, MAC database meetings, CMS database meetings, budget meetings, leadership meetings, HR meetings, VOCA meetings, employee relations COI meeting, performance management community of interest meeting, recruitment and selection community of interest meeting, Go to Webinar Boot Camp for HR Officers – Retirement, EEO/AA community of interest meeting, attendance and leave community of interest meeting., webinar for MFMP 2.0 conversion, and FASAASD meeting.
- Coordinate Federal audit.

## 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: March 2022**

During the month of March, the Office of the General Counsel generated eighteen (18) court filings, including briefs, responses, motions, orders, and notices.

During the month of March, the Office of the General Counsel responded, through completion, to forty-six (46) public records requests.

During the month of March, the Commission received seventeen (17) 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: March 2022**

- Followed the Commission's Bill SB-454, which passed on the House floor 112-0 and now is an enrolled bill.
- Conducted budget meetings with the legislature on FCOR priorities.
- Tracked every budget conference proposal of the legislature and kept FCOR senior management updated on the Commission's budget throughout the entire process.
- Attended Appropriations 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.
- Began preparation for FCOR's 2022 Legislative Session final report.

## 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: March 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.

- Published the Commission newsletter for the first quarter of 2022.
- Began planning and preparations for National Crime Victims' Rights Week in April.

## 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: March 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 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 weekly 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 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. All Executive Orders are filed with the Secretary of State and provided to applicants.
- OEC coordinated and conducted the Executive Clemency Board Meeting on March 30, 2022, at the Capitol.

### **Webpage Statistics**

- <https://FCOR.state.fl.us> has received 90,467,509 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,229,060 names were located, and 122,163 certificates have been printed.

- Currently, 378,626 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 or [www.FLrestoremyrights.com](http://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: March 2022**

- On March 30, 2022, the Governor and Cabinet, sitting collectively as the Clemency Board, held its first quarterly Clemency Board Meeting of 2022. The Commission completed and submitted 42 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, attended and was available to provide detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- 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.
- Held conference call with the Regional Administrators and Supervisors to discuss procedures for conducting clemency investigations, workload priorities, the Rules of Executive Clemency, and implementation of the new clemency database.
- 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 other responses for clemency information and data requests.
- Conducted training sessions with new investigators.
- Provided customer service to clemency applicants.