



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report May 2022

Chairman's Message

Melinda N. Coonrod

During the month of May, the Commission learned that the Governor signed SB-454, a bill that increases the rate of payment for work performed by retired or former commissioners assigned to temporary duty from \$100 to \$200 for each day or portion of a day spent on the work of the commission.

The Commission has also been preparing for the July tour of the Corrections Transitions Program at Everglades Correctional Institution in Miami. We are currently expecting approximately 20 Florida legislators or their representatives to attend.

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: May 2022

Office of the Commission Clerk

Cases Docketed: 516

- Parole Interviews, Reviews (46), Granted (3), Terminated (1), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (3), Denied (4)
- Conditional Release cases scheduled for Docket (401)
- Addiction Recovery cases scheduled for Docket (51)

Revocations

Revocations: 458

- Warrants Issued (148)
- Revocations Scheduled for Docket (107)
- Final Hearing Results Received, ROR granted, denied (97)
- Revoked or Reinstated, including ROR, NTA (106)

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

Victims' Services

Victims' Services: 1,279

- Victims' requests for information on parole, conditional release, and conditional medical cases (248)
- Victims Located (44)
- Status updates to victims on parole, conditional medical, and clemency cases (956)
- Assisted victims who attended parole or clemency hearings (31)

Field Services

Field Services: 236

- Parole Interviews (38)
- Revocation Interviews (170)
- Revocation Hearings (28)

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 2022

- Submitted 70 requisitions, 27 security requests, 54 purchase requests, and 7 work orders. Completed 12 deliveries, 64 accounting vouchers, 17 HR actions, 82 invoices, and 9 travel requests.
- Achieved 96.7% prompt payment compliance.
- Submitted the budget amendment.
- Reviewed the CMS user manual.
- Prepared and presented the monthly budget analysis.
- Submitted Facilities for Emergency Shelter plan.
- Provided agency staff with safety/wellness information.
- Attended FL Palm meetings, Administration team meetings, FL Palm and OIT meeting, CMS database meetings, In-person CMS meeting, budget meetings, leadership meetings, HR meetings, VOCA meetings, MFMP 2.0 conversion meeting, Boot Camp for HR officers, FASAASD meeting, IAC Quarterly Meeting, and IT Server meeting.
- Submitted agency lease inventory overview spreadsheet.
- Attended PQC meeting and took notes and collected applications.
- Revised the safety PowerPoint.
- Completed the 2022 Wireless audit.
- Completed the Floor Wardens and Evacuation Captains' responsibilities and evacuation plan.
- Completed the Central Office fire drill.
- Updated safety training plan.
- Submitted Executive Order 20-44.
- Revised capital case contracts.
- Sent information to staff regarding FCOR apparel.
- Updated the employee dress code.
- Disposed of surplus furniture.
- Sent out Verizon cell phone invoices for certification.
- Submitted UEID to FloridaPA.
- Provided form FM 4106 Signature Authority to DMS.
- Completed Capitol Police Bomb Threat 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: May 2022

During the month of May, the Office of the General Counsel generated twenty-two (22) court filings, including briefs, responses, motions, orders, and notices.

During the month of May, the Office of the General Counsel responded, through completion, to forty-seven (47) public records requests.

During the month of May, the Commission received fourteen (14) 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 2022

- Provided FCOR staff with a legislative update on the signing of the state budget.
- Attended parole hearing with District Court of Appeals, First District Marshall Kevin Taylor on May 18, 2022.
- Coordinated the Corrections Transitions Program tour 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: May 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.
- Prepared materials for the Corrections Transitions Program tour.

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: May 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 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 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.
- Revisions were made to the Clemency application and FCOR's clemency web page providing more details regarding Amendment 4/felon voting rights. OEC is preparing for the upcoming Board meeting scheduled for June 28, 2022, at the Capitol.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 90,563,795 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,231,889 names were located, and 122,946 certificates have been printed.
- Currently, 378,715 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: May 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.
- Held a conference call with the Regional Administrators and Supervisors for a discussion on conducting clemency investigations, workload priorities, the Rules of Executive Clemency, and the new clemency database.
- 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.