



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report April 2024

Chairman's Message

Melinda N. Coonrod

During the month of April, members of Central Office and Region Three's field office visited the Ken Cofield Women's Transition Program at Lowell Correctional Institution. The purpose of this visit was to observe inmates who are part of the Ken Cofield Women's Transition Program (KCWTP) showcase public speaking skills their public speaking skills during a podcast presentation. The presentation discussed topics such as anger management, employment and resumes, cognitive awareness, and personal responsibility, contentious relationships, and driver's education.

Kevin Goehrig, the supervisor for the Commission's Victim Services section, participated remotely in training on the topic of Human Trafficking conducted by Project Gold.

Furthermore, the Office of External Affairs published the First Quarter Newsletter. External Affairs also represented FCOR at the Florida Department of Corrections (FDC) Memorial for Fallen Officers and Employees. This event provided an opportunity for staff, family, and friends to honor fallen members of FDC who lost their lives while in service to the state.

Detailed information about our accomplishments can be found on the following pages. If you have questions, please email publicaffairs@fcor.state.fl.us or call 850-921-2816.

Sincerely,

Melinda N. Coonrod

Chair

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 2024

Office of the Commission Clerk

Cases Docketed: 823

- Parole Interviews, Reviews (65), Granted (3), Terminated (7), Released to Guidelines (1), Declined to authorize (1), Rescinded/Re-paroled (0)
- Conditional Medical Release Granted (5), Denied (2), Docketed (7) Note that starting Jan 2020, we don't count the docketed in this total (but I will note it), so CMR total April 2024 is 7.
- Conditional Release cases scheduled for Docket (640)
- Addiction Recovery cases scheduled for Docket (92)

Revocations

Revocations: 615

- Warrants Issued (178)
- Revocations Scheduled for Docket (157)
- Final Hearing Results Received, ROR granted, denied (133)
- Revoked or reinstated, including ROR, NTA (147)

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

Victims' Services

Victims' Services: 469

- Victims' requests for information on parole, conditional release, and conditional medical cases-101
- Victims Located-137
- Status updates to victims on parole, conditional medical, and clemency cases-114
- Assisted victims who attended parole in person or remotely- 28
- Notified Sate Attorney Offices of upcoming hearings and outcomes-87
- Victims' Services staff attended an event with Big Bend Victim Assistance Coalition- 1
- Supervisor participated remotely in training on the topic of Human Trafficking conducted by Project Gold (Miami, FL)-1

Field Services

Field Services: 308

- Parole Interviews (46)
- Revocation Interviews (209)
- Revocation Hearings (53)

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 2024

- Submitted 65 requisitions, 25 security request, 22 purchase request, 10 work orders, 4 deliveries, 57 processed invoices, 32 HR actions, 32 Travel approvals.
- 100% Prompt Pay.
- Provided agency staff safety/wellness information.
- Attended Administration team meeting, FL Palm meetings, FL Palm and OIT meeting, FL Palm Change Management Leadership meetings, OBIS Modernization meetings, OBIS Change Management, OBIS negotiation meetings and OBIS Leadership meeting FDC OIT meetings, CIO meetings, Legal database meetings, DMS Meeting, FASA meeting, Budget meeting, EOC meeting, Security meeting, VOIP meetings, Weekly FDC/KPMG PALM Support Status Touchpoint, eAgent meeting, OBIS stakeholder meeting, Human Resource Officers' Meeting, Weekly FDC/KPMG PALM Support Status Touchpoint, Human Resource Officers' Meeting, Payroll Management - Draft Deliverables Overview.
- Reviewed Legal database minutes, vender SDD document finalized, change to vender contract.
- Budget review.
- Coordinating VOIP migration for CO and all field offices.
- Crossed trained HR duties.
- Coordinated trainings.
- COOP plan training to all staff.
- Review legislative bills for FCOR impact.
- Responded to Palm Allotment Process, Palm Capital Cases (OCA's), Palm Task 513, Palm Budgetary Value Combinations, FCOR Access Control Review for Palm, Contracts Management Business Process Palm, and Palm – Payroll Management Meeting Palm.
- Reviewed and Approved 2 Capital Case Contracts
- Responded to Lease Contact Information for DMS
- Update Voucher Log.
- Ordering supplies, IT and furniture including research and obtaining up to date quotes.
- STMS Agency Administrator and Agency Approver Training.
- Shared Savings Training.
- Statewide Vendor File Training.
- 2024-25 Agency's Authorized Signature Authority letter update and sent to DMS.
- STMS Profile update for 5 Employees.

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 2024

During the month of April, the Office of the General Counsel generated fifteen (15) court filings, including briefs, responses, motions, orders, and notices.

During the month of April, the Office of the General Counsel responded, through completion, to seventy-six (76) public records requests.

During the month of April, the Commission received fifteen (15) 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 External Affairs

The Office of External Affairs is charged with overseeing the Commission's legislative, communications, and public information programs. The Director serves as the agency's chief legislative advocate and chief spokesperson.

Accomplishments: April 2024

- Conducted legislative constituent relations regarding various Commission functions.
- Worked on the 2024 Legislative Wrap-Up Report.
- Sent out the First Quarter Newsletter.
- Attended the Fallen Officers Memorial at Wakulla CI.
- Attended the Women Lifer's Presentation at Lowell CI.

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 2024

Currently 378,959 RCR certificates are available for printing and can be searched on our website: www.fcor.state.fl.us under the clemency tab.

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 350 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. Specific cases requested by the Executive Office of the Governor were also submitted for review and subsequent determinations were made.

RCR Certificates for those granted without a hearing were generated and provided to applicants. OEC informed applicants of the final Clemency Board action regarding denials.

OEC is preparing for the upcoming clemency meeting before the Board of Executive Clemency scheduled for June 12, 2024.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 91,655,493 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,267,695 names were located, and 134,208 certificates have been printed.

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 2024

- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- 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.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Conducted clemency training sessions with several investigators in our section.
- Assisted applicants through reinstatement of their clemency applications after verification of satisfaction of certain eligibility requirements.
- Worked with Department of Corrections IT members and Commission staff on the ongoing implementation of improved features and functionality to the clemency and PBB databases.
- Provided oversight and direction regarding agency records retention, storage, and disposition in accordance with approved retention schedules.
- Provided ad hoc investigation, research, assistance, and other information to the various clemency aides upon specific requests.
- Provided customer service to clemency applicants.