



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – August 2021*

## Chairman's Message

*Melinda N. Coonrod*

During the month of August, in addition to our regular duties and responsibilities, the Commission began a phased return to in-office operations and managed an office-wide carpet installation in the central office. Beginning on August 23, myself and several staff members attended the 91st Annual Criminal Justice Training Institute hosted by the Florida Council on Crime and Delinquency (FCCD). The annual conference aims to enhance the knowledge of public safety professionals, as well as provide new opportunities to improve the services offered to the residents of the state. Commission staff members Michelle Whitworth, Gina Giacomo, Courtney Booth, and Joy Ailstock were each presented with awards at the conference.

Some of our accomplishments from the month of August include:

- Submitted the 2022 Legislative Budget Request
- Began preparations for the September meeting of the Board of Executive Clemency
- Returned to full in-person operations after a period of remote work as a result of the pandemic

Detailed information about our accomplishments under each division are 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: August 2021

#### Office of the Commission Clerk

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Cases Docketed: 404

- Parole Interviews, Reviews (54), Granted (4), Terminated (2), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (4), Denied (7)
- Conditional Release cases scheduled for Docket (300)
- Addiction Recovery cases scheduled for Docket (24)

#### Revocations

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Revocations: 316

- Warrants Issued (108)
- Revocations Scheduled for Docket (59)
- Final Hearing Results Received, ROR granted, denied (95)
- Revoked or Reinstated, including ROR, NTA (54)

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

#### Victims' Services

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Victims' Services: 1,111

- Victims requests for information on parole, conditional release, and conditional medical cases (303)
- Victims Located (17)
- Status updates to victims on parole, conditional medical, and clemency cases (760)
- Assisted victims who attended parole or clemency hearings (31)

#### Field Services

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Field Services: 215

- Parole Interviews (63)
- Revocation Interviews (121)
- 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: August 2021**

- Submitted 29 requisitions, 22 security requests, 30 purchase requests, and 12 work orders. Completed 6 deliveries, 132 accounting vouchers, 31 HR actions, and 20 invoices.
- Presented the budget analysis.
- Achieved 98.46% prompt payment compliance.
- Provided agency staff with safety/wellness information.
- Attended FL Palm meetings, administration team meeting, MAC database meetings, budget meetings, leadership meetings, human resources meetings, FASAASD meeting, CJIS meeting, and quarterly Interagency Advisory Council and Human Resource Officers' meeting.
- Participated in calls and e-mails related to COVID-19. Assisted with information to provide to staff on COVID-19. Coordinated IT related support for telework. Reported COVID-19 to Governor's office. Kept telework request and log.
- Completed leave liability report.
- Submitted Single Audit Act Certification (CSFA).
- Submitted Casualty Account Design Survey.
- Updated Budget in FACTS.
- Attended LBR meetings and assisted with writing the narrative & working on LBR.
- Worked on minimum wage compression.
- Setup new P-card holders and users in STMS.
- Collected information on FTE and OPS employees.
- Updated all FTE and OPS Commission investigators education in People First.
- Completed Employee Recognition Awards for September Business Meeting.
- Had the tires replaced on the state car.
- Handled many issues related to the new carpet installation.
- Requested DMS update the directory in the lobby.
- Removed office phones by sections and replaced after carpet was finished.
- Completed DMS decal renewal forms.
- Coordinated Bizhub moves for carpet installation.

## 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: August 2021**

During the month of August, the Office of the General Counsel generated twenty-five (25) court filings, including briefs, responses, motions, orders, and notices.

The Office of the General Counsel responded, through completion, to thirty-nine (39) public records requests.

During the month of August, the Commission received fifteen (15) 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: August 2021**

- Drafted language for the Commission's 2022 Legislative Budget Request.
- Directed legislative constituent relations regarding functions of the Commission and the Office of Executive Clemency.
- Invited members of the Duval County Legislative Delegation to the Commission's Parole hearing being held in Jacksonville Beach on September 29–30, and corresponded with legislative aides to confirm attendance.
- Completed the Legislative Affairs portion of the Commission's Business Meeting 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: August 2021**

- 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.
- Began work on the annual Business Meeting report and materials.
- Began to plan and prepare for the 2022–23 Long Range Program Plan.

## 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: August 2021**

- 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 has received legislative funding in the last fiscal year for an upgrade to the MACNet database that maintains all clemency records. This office has met with 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 on new processes since the Rule revision for the circulation of preliminary review list for RCR Without a Hearing, RFR/Commutation of Sentence and Unfavorable Commission Recommendations for With a Hearing cases. This office prepares RCR Certificates for those granted without a hearing.
- The Rules of Executive Clemency were revised on March 10, 2021. This office continues to revise internal processes to affect the rule revisions as well as to revise all internal and external publications. Staff training was continually conducted regarding the revised rules and new process and procedures going forward.

## Webpage Statistics

- <https://FCOR.state.fl.us> has received 89,532,792 inquiries with 6,271,595 searches for Restoration of Civil Rights (RCR) grants.
- 1,213,862 names were located, and 118,662 certificates have been printed.
- Currently, 378,208 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: August 2021

- Participated in group meetings with Department of Corrections IT members and Commission staff on the clemency database upgrade including business requirements, user testing, user roles, forms/letters, reporting, data integrity, and other issues.
- Since the Clemency Board adopted revisions to the Rules of Executive Clemency in March, this office has worked closely with the Office of Executive Clemency and the Clemency Board on implementation of the revised rules. The Director and staff have created training/resource materials, and held meetings with central office and field staff related to processes for conducting eligibility reviews and investigations. In addition, staff are conducting reviews on pending applications for eligibility under the criteria of the revised rules.
- Assisted in the development of clemency information for multiple annual agency reports.
- Conducted training sessions with new investigators.
- Prepared investigations for Commissioners' review and conducted quality assurance reviews of With investigations completed by field offices 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 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/data requests.
- Provided customer service to clemency applicants.