



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report December 2021

Chairman's Message

Melinda N. Coonrod

During the month of December, the Commission prepared and published the 2021 Annual Report, which can be found on our website. We were also busy updating procedure directives and preparing for the December meeting of the Board of Executive Clemency, though it was ultimately canceled.

Additionally, the Commission celebrated the holidays throughout our offices and enjoyed the additional holiday leave granted by the Governor. The final employee newsletter of 2021 was published this month and our yearly reports were archived with the State Library of Florida.

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: December 2021

Office of the Commission Clerk

Cases Docketed: 709

- Parole Interviews, Reviews (71), Granted (6), Terminated (1), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (1), Denied (1)
- Conditional Release cases scheduled for Docket (573)
- Addiction Recovery cases scheduled for Docket (54)

Revocations

Revocations: 409

- Warrants Issued (148)
- Revocations Scheduled for Docket (123)
- Final Hearing Results Received, ROR granted, denied (21)
- Revoked or Reinstated, including ROR, NTA (117)

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

Victims' Services

Victims' Services: 1,010

- Victims' requests for information on parole, conditional release, and conditional medical cases (195)
- Victims Located (25)
- Status updates to victims on parole, conditional medical, and clemency cases (763)
- Assisted victims who attended parole or clemency hearings (27)

Field Services

Field Services: 257

- Parole Interviews (59)
- Revocation Interviews (165)
- Revocation Hearings (33)

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: December 2021

- Submitted 23 requisitions, 21 security requests, 22 purchase requests, and 8 work orders. Completed 9 deliveries, logged in 30 accounting vouchers and 17 HR actions, and processed 301 invoices and 82 travel expenditures.
- Achieved 96.61% prompt payment compliance.
- Reviewed CMS BSR, CMS BSAR, CMS Charter, and CMS PMP documents and submitted comments/revisions. Sent CMS response to Venders and FDC IT staff.
- Submitted Administration improvements.
- Responded to FDC IT on OBIS revisions pertaining to FCOR.
- Review PD1.01.01 for revisions.
- Submitted IT security letter.
- Assisted with Region 3 office space.
- Completed bill analysis.
- Provided information on FCOR and FDC to Chairman.
- Completed FDLE Audit response documents.
- Prepared and presented the Budget Monthly Analysis.
- Provided information to leadership for special projects.
- Provided agency staff safety/wellness information.
- Attended FL Palm meetings, Administration team meetings, FL Palm and OIT meetings, MAC database meetings, CMS database meetings, budget meetings, leadership meetings, HR meetings, COVID-19 meetings, VOCA meetings, Attendance & Leave Community of Interest Mtg. Safety Committee Meeting, Performance Management meeting, and Recruitment and Selection meeting.
- Audited and completed Shared Saving Training.
- Created vacancy log for tracking.
- Drafted letter for Compression Pay Plan.
- Setup new Pcard holders and users in STMS.
- VOCA budget modification.
- Completed Egrants Training and submitted Egrants Access Verification.
- Set up a box in the central office lobby for clemency applications.
- Reviewed and assisted with the annual report.
- Had DMS address the central office exterior door issue.
- Completed safety training.
- Completed secure e-mail documents and meetings.

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: December 2021

During the month of December, the Office of the General Counsel generated sixteen (16) court filings, including briefs, responses, motions, orders, and notices.

During the month of December, the Office of the General Counsel responded, through completion, to thirty (30) public records requests.

During the month of December, the Commission received thirteen (13) 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: December 2021

- Directed legislative constituent relations regarding functions of the Commission and the Office of Executive Clemency.
- Drafted bill analysis for legislation that has the potential to affect the Commission.
- Scheduled meetings with legislators for the first week of the 2022 Legislative Session.

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: December 2021

- Provided ongoing media relations.
- Composed internal messages to staff.

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- 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.
- Provided document updates and management to Commission staff.
- Monitored media for content related to Commission business.
- Published the 2021 Annual Report.
- Published the fourth quarter employee newsletter.
- Archived Commission reports with the State Library of Florida.
- Reviewed procedure directives.

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: December 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 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 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 of 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.

- 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 processes and procedures going forward.
- This office worked closely with the Office of Clemency Investigations and the Board in preparing for the December Clemency Meeting before it was officially canceled. Dates for the 2022 Clemency Meetings will be posted on our web page once the dates are confirmed.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 90,389,021 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,224,634 names were located, and 120,847 certificates have been printed.
- Currently, 378,474 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: December 2021

- Worked with Department of Corrections IT members and Commission staff on the implementation of the new clemency database, which went to live production this month.
- Held a conference call with the Regional Administrators and Supervisors with discussion on procedures for conducting clemency investigations, workload priorities, revisions to 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.
- Provided ad hoc investigation, research, assistance, and other information to the various clemency aides upon specific requests.
- 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 assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Completed the agency's annual records management compliance statement.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Conducted training sessions with new investigators.
- Provided customer service to clemency applicants.