



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

## Monthly Accomplishments Report July 2022

### Chairman's Message

*Melinda N. Coonrod*

During the month of July, the Commission hosted a presentation and tour at the Corrections Transitions Program at Everglades Correctional Institution in Miami. Three senators and 12 representatives were in attendance. The purpose of the tour was to inform our state leaders about the program and its outstanding success rate.

Additionally, the Commission held an out-of-town parole hearing in Fort Lauderdale. Our regional office in Broward County assisted with the planning and execution of the hearing, which was a success. This month the Commission also prepared for the August 24, 2022, meeting of the Board of Executive Clemency.

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: July 2022

#### Office of the Commission Clerk

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Cases Docketed: 725

- Parole Interviews, Reviews (44), Granted (3), Terminated (4), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (2), Denied (1)
- Conditional Release cases scheduled for Docket (605)
- Addiction Recovery cases scheduled for Docket (63)

#### Revocations

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Revocations: 414

- Warrants Issued (130)
- Revocations Scheduled for Docket (97)
- Final Hearing Results Received, ROR granted, denied (93)
- Revoked or Reinstated, including ROR, NTA (94)

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

#### Victims' Services

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Victims' Services: 523

- Victims' requests for information on parole, conditional release, and conditional medical cases (147)
- Victims Located (47)
- Status updates to victims on parole, conditional medical, and clemency cases (319)
- Assisted victims who attended parole or clemency hearings (10)

#### Field Services

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Field Services: 244

- Parole Interviews (43)
- Revocation Interviews (161)
- Revocation Hearings (40)

## 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: July 2022**

- Completed 18 requisitions, 21 security requests, 16 purchase requests, 5 work orders, 4 deliveries, 25 accounting vouchers, 30 HR actions, 85 invoices, and 16 travel requests.
- Achieved 99.1% prompt payment compliance.
- Completed CMS system Go Live.
- Prepared and presented the monthly budget analysis.
- Provided agency staff with safety/wellness information.
- Conducted interviews for a new staff member.
- 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, IT meetings, MFMP meetings, Legislative Pay Changes Mass Load—Q&A Session with People First, Agency Issues for Negotiation Cycle AFSCME meeting, and Classification and Compensation Community of Interest meeting.
- Worked with DC OIT to increase free space on the drives.
- Developed training for the new Facilities Services Specialist Position.
- Completed many building and phone issues statewide.
- Updated FALCON database through FDLE.
- Updated Central Office List of Employees approved to drive state vehicles.
- Coordinated the pickup of surplus furniture.
- Sent out Verizon cell phone invoices for certification.
- Completed performance reviews.
- Prepared years-of-service certificates.
- Completed risk management adjustment.
- Completed lapse and fund split response.
- Deleted new position in LASPBS and Add all new positions.
- Verified positions in LASPBS for OPB.
- Responded to FL Palm Communication Logs.
- Updated budget in FACTS for all contracts.
- Completed Pcard 6-Month audit.
- Prepared statutory reports for administration and calculated all costs for reports.
- Completed mass load for 7/1 pay increase.
- Submitted moving report.
- Completed Leave Liability Report.
- Assisted staff with employee evaluations.
- Updated Veterans Recruiting Report for fiscal year 22/21.
- Completed HRO Annual Customer Satisfaction Survey.

- Completed DAVID Cyber Awareness Training and Information Policy.

## 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: July 2022**

During the month of July, the Office of the General Counsel generated seventeen (17) court filings, including briefs, responses, motions, orders, and notices.

During the month of July, the Office of the General Counsel responded, through completion, to seventy-one (71) public records requests.

During the month of July, the Commission received twenty-three (23) 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: July 2022**

- On July 20th, the Commission hosted three Senators and 12 State Representatives at the Everglades Correctional Institution in Miami for a tour of the Corrections Transitions Program.
- Conducted meetings with new legislative aides to brief them on the Commission.
- Attended the Commission's Parole Hearings in Tallahassee and Ft. Lauderdale.
- Began the Commission's 2023 Legislative Budget Requests.
- 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: July 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.
- Finalized 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: July 2022

- The main goal of the Office of Executive Clemency (OEC) is to support the Board of Executive Clemency (Board). OEC staff also provides assistance to the public regarding the clemency process, applications, and historical records.
- OEC maintains multiple phone lines and web email accounts 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.
- OEC is preparing for the upcoming Board meeting scheduled for August 24, 2022, at the Capitol.

## Webpage Statistics

- <https://FCOR.state.fl.us> has received 90,664,893 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,234,487 names were located, and 123,671 certificates have been printed.
- Currently, 378,786 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: July 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 to discuss conducting clemency investigations, workload priorities, database issues, and the Rules of Executive Clemency.
- Assisted in the development of clemency information for multiple annual agency reports.
- Prepared approximately 120 boxes of closed clemency files for processing to the Storage Records Center in accordance with procedures and approved retention schedules.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- 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.
- 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 in other responses for clemency information and data requests.
- Provided oversight and direction regarding agency records retention, storage, and disposition in accordance with approved retention schedules.
- Provided customer service to clemency applicants.