



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report June 2022

Chairman's Message

Melinda N. Coonrod

During the month of June, the Commission continued to prepare for the July tour of the Corrections Transitions Program at Everglades Correctional Institution in Miami. We are currently expecting more than 20 Florida legislators or their representatives to attend.

Additionally, Commission management prepared and completed annual reviews and end-of-fiscal year projects and reports. The Commission also completed the Parole Qualifications Committee meeting process in preparation for reconfirming or appointing a Commissioner later this year.

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: June 2022

Office of the Commission Clerk

Cases Docketed: 749

- Parole Interviews, Reviews (58), Granted (1), Terminated (3), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (2), Denied (5)
- Conditional Release cases scheduled for Docket (596)
- Addiction Recovery cases scheduled for Docket (77)

Revocations

Revocations: 581

- Warrants Issued (166)
- Revocations Scheduled for Docket (150)
- Final Hearing Results Received, ROR granted, denied (114)
- Revoked or Reinstated, including ROR, NTA (151)

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

Victims' Services

Victims' Services: 1,155

- Victims' requests for information on parole, conditional release, and conditional medical cases (320)
- Victims Located (63)
- Status updates to victims on parole, conditional medical, and clemency cases (759)
- Assisted victims who attended parole or clemency hearings (13)

Field Services

Field Services: 273

- Parole Interviews (59)
- Revocation Interviews (171)
- Revocation Hearings (43)

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: June 2022

- Submitted 55 requisitions, 35 security requests, 26 purchase requests, 15 work orders, and 5 deliveries. Logged in 55 accounting vouchers, 47 HR actions, 162 invoices, and 31 travel requests.
- Achieved 98.45% prompt payment compliance.
- Approved CMS User Manual.
- Prepared and presented the Monthly Budget Analysis.
- Provided agency staff safety/wellness information.
- Completed blanket travel authorization.
- Submitted the agency-owned & leased portfolio management plan.
- Completed the Capital Case Contract.
- Submitted FEMA withdrawal form.
- Completed DFS Form 1834.
- Prepared & Submitted the Budget Amendment.
- Processed numerous hiring packages.
- Worked on new positions in the system.
- Finalize changes to the visitor/mail/subpoenas policy.
- Attended FL Palm meetings, administration team meetings, FL Palm and OIT meetings, CMS database meetings, In-person CMS meeting, budget meetings, leadership meetings, HR meetings, VOCA meetings, IT meetings, MFMP meetings, CJIS meeting, PQC meeting, Recruitment and Selection Community of Interest meeting, EEO/AA Community of Interest Meeting, Performance Management Community of Interest meeting, Employee Relations COI, and Attendance & Leave Community of Interest meeting
- Completed CMS transition document and extended CMS contract.
- Received all updated telework agreements for fiscal year 22/23.
- Monitored the completion of the 2021 financial disclosure.
- Assisted and conducted performance evaluation audits.
- Attended CMS training, property insurance training, MFPM training, driver training, cyber training, DMS mandatory annual training, and active shooter 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: June 2022

During the month of June 2022, the Office of the General Counsel generated seventeen (17) court filings, including briefs, responses, motions, orders, and notices.

During the month of June 2022, the Office of the General Counsel responded, through completion, to sixty-two (62) public records requests.

During the month of June 2022, the Commission received twelve (12) positive orders, from state circuit courts and district courts of appeal. 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 placement of an offender on conditional release, the Commission's discretionary authority to impose special conditions for conditional release, the Commission's authority to extend a PPRD for programming, and the constitutionality under a double jeopardy analysis of the Commission's establishment of a PPRD.

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: June 2022

- Conducted conference calls with several legislators regarding the Office of Executive Clemency.
- Attended the Commission's Parole Hearings.
- Completed event planning, logistics, and continued preparation for the Commission's Legislator Tour of the Corrections Transitions Program at the Everglades Correctional Institution in Miami on July 20, 2022.
- 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: June 2022

- 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.
- Monitored the media for content related to Commission business.
- Created materials for the Corrections Transitions Program tour.
- Created and disseminated the Second Quarter Newsletter.
- Began to compile a report for the Governor's office detailing statutorily required reports published by the Commission.
- Created Commission materials for the upcoming FCCD conference.

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: June 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.
- OEC gained a full-time Commission Investigator Supervisor and a half (20 hours) of a Commission Investigator position. The hiring process for each has been completed.
- The June 28, 2022, clemency meeting was canceled. All key persons associated were notified.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 90,605,258 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,232,923 names were located, and 123,241 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: June 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.
- Conducted interviews and hired investigators to fill new FTE Commission Investigator positions.
- Coordinated with the regional field offices to prepare boxes of closed clemency files for shipping and processing to the central office 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.