



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

## Monthly Accomplishments Report March 2024

### Chairman's Message

*Melinda N. Coonrod*

March brought the end of the 2024 Legislative Session, and we are extremely grateful for the Governor's and Legislature's support. As time progresses, the Governor will continue to act on bills that are presented to his office.

In addition, the Office of Executive Clemency coordinated and conducted the Executive Clemency Board Meeting on March 27, 2024, at the Capitol. The meeting was successful and Commission staff was also in attendance. On that same day, the Office of External Affairs attended the Breaking Barriers Program hosted by Lowell CI that included Women Leaders in Florida Industries. This program featured distinguished panelists that discussed job opportunities and post-release challenges such as housing, recovery, as well as mentorship.

Furthermore, the Commission held an out-of-town hearing at Stetson Law in Gulfport, Florida. Representative Berny Jacques, and the legislative aids for Representative Linda Chaney and Senator Darryl Rouson attended. Florida law requires the Commission to hold hearings around the state at locations where parole-eligible inmates committed their offenses to facilitate the ability of victims and other interested parties to attend.

Finally, Commission staff and I toured the DISC Village campus located in Crawfordville, Florida. This tour was extremely valuable, and we were able to learn about the substance use prevention/intervention programs they provide.

Detailed information about our accomplishments can be found on the following pages. If you have questions, please email [publicaffairs@fcor.state.fl.us](mailto: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: March 2024

#### Office of the Commission Clerk

---

Cases Docketed: 641

- Parole Interviews, Reviews (68), Granted (1), Terminated (6), Released to Guidelines (1), Declined to authorize (1), Rescinded/Re-paroled (0)
- Conditional Medical Release Granted (4), Denied (6), Docketed (10) Note that starting Jan 2020, we don't count the docketed in this total (but I will note it), so CMR total March 2024 is 10.
- Conditional Release cases scheduled for Docket (482)
- Addiction Recovery cases scheduled for Docket (62)

#### Revocations

---

Revocations: 504

- Warrants Issued (165)
- Revocations Scheduled for Docket (111)
- Final Hearing Results Received, ROR granted, denied (123)
- Revoked or reinstated, including ROR, NTA (105)

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

#### Victims' Services

---

Victims' Services: 497

- Victims' requests for information on parole, conditional release, and conditional medical cases-84
- Victims Located-234
- Status updates to victims on parole, conditional medical, and clemency cases-35
- Assisted victims who attended parole in person or remotely- 8
- Notified State Attorney Offices of upcoming hearings and outcomes-75
- Attended clemency meeting-1

#### Field Services

---

Field Services: 299

- Parole Interviews (46)

## Monthly Accomplishments Report

- Revocation Interviews (212)
- Revocation Hearings (41)

### 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: March 2024

- Submitted 48 requisitions, 16 security requests, 40 purchase requests, 2 work orders, 2 deliveries, 52 processed invoices, 31 HR actions, 70 Travel approvals.
- Submitted 39 requisitions, 31 security requests, 46 purchase requests, 5 work orders, 1 deliveries, 49 processed invoices, 41 HR actions, 50 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, OIT meetings, CIO meetings, Legal database meetings, DMS Meeting, FASA meeting, Budget meeting, EOC meeting, CMR meeting, CJIS meeting, VOIP meetings ,Weekly FDC/KPMG PALM Support Status Touchpoint, Payroll Management Business Processes, Workforce Design and Compensation Community of Interest Meeting, Agency specific expectations character (byte) limit configuration for the 2024-2025 Performance Plan forms, Human Resource Officers' Meeting, Employee Relations COI, BOBJ Training, Annual Leasing Community Meeting, and Disbursements Management Business Processes Meeting.
- Updated information in the master book for Designation/Designees.
- Reviewed Legal database minutes, vender SDD document, IT Solution, PMP document and vender projections.
- Budget review.
- Compiled annual training survey responses.
- Audited ID badge access for card readers.
- Updated Vendor Security Awareness Level 1 spreadsheet for DMS/GBM.
- Coordinating VOIP migration for CO and all field offices.
- Update Voucher Log.

### 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: March 2024

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

During the month of March, the Office of the General Counsel responded, through completion, to sixty-three (63) public records requests.

During the month of March, the Commission received nine (9) 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: March 2024

- Conducted legislative constituent relations regarding various Commission functions.
- Monitored House and Senate Sessions and tracked legislation.
- Met with legislators regarding LBR issues.
- Attended the out-of-town vote at Stetson Law.
- Attended the Breaking Barriers Program hosted by Lowell CI that included Women Leaders in Florida Industries.
- Toured the DISC Village campus located in Crawfordville, Florida

### 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: March 2024

Currently 378,958 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.

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 coordinated and conducted the Executive Clemency Board Meeting on March 27, 2024, at the Capitol.

## **Webpage Statistics**

- <https://FCOR.state.fl.us> has received 91,607,726 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,266,028 names were located, and 133,674 certificates have been printed.

## **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: March 2024**

- On March 27, 2024, the Governor and Cabinet, sitting collectively as the Clemency Board, held an Executive Clemency Board Meeting. The Commission completed and submitted 43 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, attended and were available to provide detailed information related to the Confidential Case Analyses in response to any inquiries or requests for additional information from the Board Members.
- 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.
- 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.
- Conducted clemency training sessions with several new investigators in our section.
- 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.