



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report November 2022

Chairman's Message

Melinda N. Coonrod

During the month of November, the Commission continued to prepare for the 2023 legislative session and for the completion of several end-of-year reports, and the Office of Executive Clemency prepared for the upcoming clemency meeting scheduled for January 18, 2023.

Additionally, Commission management updated and reviewed internal procedure directives. Our offices honored Veteran's Day on November 11 and celebrated with our annual Thanksgiving social events. Finally, the Commission responded to Tropical Storm Nicole as directed by the state.

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: November 2022

Office of the Commission Clerk

Cases Docketed: 607

- Parole Interviews, Reviews (55), Granted (0), Terminated (5), Released to Guidelines (0), Declined to authorize (3), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (1), Denied (1)
- Conditional Release cases scheduled for Docket (487)
- Addiction Recovery cases scheduled for Docket (52)

Revocations

Revocations: 495

- Warrants Issued (118)
- Revocations Scheduled for Docket (145)
- Final Hearing Results Received, ROR granted, denied (94)
- Revoked or Reinstated, including ROR, NTA (138)

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

Victims' Services

Victims' Services: 755

- Victims' requests for information on parole, conditional release, and conditional medical cases (161)
- Victims Located (9)
- Status updates to victims on parole, conditional medical, and clemency cases (576)
- Assisted victims who attended parole or clemency hearings (8)
- Supervisor selected two interns to begin work in the Victims' Services office starting Spring semester 2023 (1)

Field Services

Field Services: 228

- Parole Interviews (37)
- Revocation Interviews (157)

- Revocation Hearings (36)

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: November 2022

- Submitted 10 requisitions, 15 security requests, 12 purchase requests, 4 work orders, 44 accounting vouchers, 21 HR actions, 65 invoices, and 24 travel reimbursements.
- Achieved 98.04% prompt payment compliance.
- Attended CMS system meeting with vendor and corrections made to the database.
- Provided agency staff safety/wellness information.
- Completed monthly budget analysis.
- Attended FL Palm meetings, administration team meeting, FL Palm and OIT meetings, DOC CMS database meetings, LBR meetings, leadership meetings, HR meetings, IT meetings, COOP Emergency management meetings, P-card meeting, and IAC meeting.
- Revised the COOP plan.
- Reviewed procedure directive for updating /revisions.
- Working with DOC for FCOR access to submit DEMADS.
- Added users to STMS.
- Requested new P-cards.
- Worked on solutions for several phone issues.
- Assist employees with corrections to open enrollment for 2022–2023.
- Finalized annual review of all FCOR procedure directives.
- Audited driver's license and insurance cards.
- Completed the quarterly safety inspection.
- Completed UMC report on users.
- Participated in a call with OPB fund shift.
- Submitted financial representation letters.
- Updated the HR checklist.

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: November 2022

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

During the month of November, the Office of the General Counsel responded, through completion, to forty-six (46) public records requests.

During the month of November, the Commission received nineteen (19) 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 precedents 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: November 2022

- Met with Senator Keith Perry and his Chief of Staff Suzanne McGuire.
- Met with State Representative Tom Fabricio.
- Met with the staff of the Florida Senate's Appropriations Committee on Criminal and Civil Justice to discuss the Commission's Legislative Budget Request.
- Met with the Florida leadership team for the Alliance for Safety and Justice (ASJ).
- Conducted meetings with legislative aides to brief them on the Commission.
- Directed legislative constituent relations regarding functions of the Commission and the Office of Executive Clemency.
- Participated in the Commission's Parole Hearings in Tallahassee.
- Conducted meetings with the Office of Executive Clemency regarding the Commission's Legislative Budget Request.

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: November 2022

- Provided ongoing media relations.
- Composed internal messages to staff.
- Composed correspondence on behalf of the agency to external audiences.
- Composed social media posts on behalf of the Chairman.

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- 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.
- Composed and disseminated press releases related to Commission business.
- Managed job postings on LinkedIn.
- Began preparing the Commission's Annual Report.
- 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: November 2022

- 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 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 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 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. This office prepares all Executive Orders for signature and RCR Certificates for those granted without a hearing.
- OEC prepared for the upcoming clemency meeting scheduled for January 18, 2023.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 90,868,254 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,240,872 names were located, and 125,688 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 under the clemency tab.

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: November 2022

- 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.
- Assisted in the development of clemency information for the annual report.
- 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 improved features and functionality to the clemency database.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Provided ad hoc investigation, research, assistance, and other information to the various clemency aides upon specific requests.
- 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.
- Conducted training with new investigators/executive secretary.
- Provided customer service to clemency applicants.