



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

## Monthly Accomplishments Report November 2021

### Chairman's Message

*Melinda N. Coonrod*

During the month of November, the Commission continued to monitor legislative activity as it relates to Commission business and prepare for the upcoming legislative session. Our offices honored Veteran's Day on November 11 and enjoyed our annual Thanksgiving social events.

One of our most significant accomplishments of the month is the completion of the upgrade to the MACNet database, which maintains all clemency records. This project has been ongoing, and we are excited to have it completed. The update will contribute to our efficiency and help us continue to serve the people of the state of Florida.

Detailed information about our accomplishments under each division are 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: November 2021

#### Office of the Commission Clerk

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Cases Docketed: 511

- Parole Interviews, Reviews (51), Granted (5), Terminated (1), Released to Guidelines (1), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (2), Denied (5)
- Conditional Release cases scheduled for Docket (398)
- Addiction Recovery cases scheduled for Docket (42)

#### Revocations

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Revocations: 294

- Warrants Issued (99)
- Revocations Scheduled for Docket (76)
- Final Hearing Results Received, ROR granted, denied (60)
- Revoked or Reinstated, including ROR, NTA (59)

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

#### Victims' Services

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Victims' Services: 1,223

- Victims' requests for information on parole, conditional release, and conditional medical cases (297)
- Victims Located (53)
- Status updates to victims on parole, conditional medical, and clemency cases (843)
- Assisted victims who attended parole or clemency hearings (30)

#### Field Services

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Field Services: 198

- Parole Interviews (56)
- Revocation Interviews (109)
- 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: November 2021**

- Submitted 9 requisitions, 15 security requests, 7 purchase requests, 3 work orders, 8 deliveries, logged in 47 accounting vouchers, completed 16 HR actions, and processed 280 invoices and 70 travel expenses.
- Achieved 96.29% prompt payment compliance.
- Responding to OPB on LBR.
- Completed a bill analysis.
- Processed minimum wage compression documents for FCOR.
- Submitted CMS information for rewrite.
- Completed monthly budget analysis.
- Provided agency staff with safety/wellness information.
- Submitted \$14 and \$15 minimum wage compression to OPB.
- Setup new Pcard holders and new users in STMS.
- Provided budget numbers and Administration's portion of the Annual Report.
- Submitted Exposure Base Inquiry Survey.
- Submitted agency representation letters.
- Attended 4 Commitment Control FL Palm Sessions.
- Attended FL Palm meetings, Administration team meeting, FL Palm and OIT Meeting, MAC database meetings, CMS database meetings, budget meetings, leadership meetings, HR meetings, Criminal and Juvenile Justice Information Systems Council meeting, Human Resource Officers' Meeting, Quarterly Interagency Advisory Council Meeting, MFMP Prototype demonstrations via GoToWebinar, and Identity Theft training.
- Coordinated the clean-up of the K-Drive.
- Provided second revised employee handbook for review.
- Finalized 2022 Open Enrollment.
- Audited Shared Savings training.
- Coordinated with Capitol Police on receiving new cardholder badges.
- Coordinated with phones on open work orders in regional offices.
- Completed HR Capitol badge audit.
- Addressed IT on Bizhub scanning issues.
- Coordinated with DMS on multiple issues.
- Reviewed and responded to the new updates for the FleetWave system.
- Met with DMS regarding approval to install a secure lock box.
- Updated DRAFT Visitor, Mail and Deliveries Policy for Central Office.

## 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 2021**

During the month of November, the Office of the General Counsel generated fourteen (14) 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 fourteen (14) 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: November 2021**

- The Commission's Senate Bill 454 passed favorably in its first Committee stop in the Criminal Justice Committee with a unanimous 6–0 vote. SB-454 has been referenced to its second of three committee stops, the Appropriations Subcommittee on Criminal and Civil Justice. House Bill 327, its companion bill, has been referenced for its first committee: the Justice Appropriations Subcommittee.
- The Chairman and legislative director met with Vice Chair of the Criminal Justice and Public Safety Subcommittee of the House, Representative Spencer Roach.
- The legislative director met with nine state representatives and provided an overview of the Commission's functions and answered questions (7 of the 9 representatives sit on criminal justice related committees).
- Monitored criminal justice and appropriations committee meetings of the Florida Senate and House of Representatives.
- Attended the Senate's Criminal Justice Committee hearing on November 30, 2021.
- 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: November 2021

- 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.
- Provided document updates and management to Commission staff.
- Monitored media for content related to Commission business.
- Continued work of the 2021 Annual Report.

## 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 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 related 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 request, 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 Department of Corrections' Information Technology section multiple times per week through the Teams application allowing for sharing of the database screens to defining the implementation of this project.
- OEC worked closely with the Board in the circulation of 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, and this office continues to revise internal processes to effect the rule revisions as well as to revise all internal and external publications. Staff training was continually conducted regarding the revised rules and new process and procedures going forward.
- This office worked closely with the Office of Clemency Investigations and the Board in preparing for the next Clemency Board Meeting.

## **Webpage Statistics**

- <https://FCOR.state.fl.us> has received 90,359,402 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,222,721 names were located, and 120,380 certificates have been printed.
- Currently, 378,348 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: November 2021**

- Participated in group meetings with Department of Corrections IT members and Commission staff on the clemency database upgrade, including business requirements, user testing, user roles, forms/letters, reporting, data integrity, timelines, development of a training manual, and finalizing all issues prior to going live with new database.
- Worked closely with the Office of Executive Clemency and the Clemency Board on implementation of the revised rules. Both offices have created training/resource materials and held meetings with central office and field staff related to processes for conducting eligibility reviews and investigations. In addition, staff are conducting reviews on pending applications for eligibility under the criteria of the revised 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.
- Assisted in the development of clemency information for the annual report.
- 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.
- 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.