



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

## Monthly Accomplishments Report November 2023

### Chairman's Message

*Melinda N. Coonrod*

During the month of November, the Commission continued to meet with legislators and advocate for commission priorities for the upcoming legislative session. The Commission also updated its Continuity of Operations Plan (COOP). Additionally, the Commission conducted its annual review of procedure directives.

Furthermore, the Commission kicked off the holiday season with our offices honoring Veteran's Day on November 11 and enjoying our annual Thanksgiving social. The Thanksgiving social was successful, and staff were extremely grateful to fellowship with each other.

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: November 2023

#### Office of the Commission Clerk

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Cases Docketed: 708

- Parole Interviews, Reviews (41), Granted (2), Terminated (0), Released to Guidelines (0), Declined to authorize (1), Rescinded/Re-paroled (0)
- Conditional Medical Release Granted (1), Denied (2), Docketed (3) Note that starting Jan 2020, we don't count the docketed in this total (but I will note it), so CMR total November 2023 is 3.
- Conditional Release cases scheduled for Docket (588)
- Addiction Recovery cases scheduled for Docket (70)

#### Revocations

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Revocations: 521

- Warrants Issued (127)
- Revocations Scheduled for Docket (147)
- Final Hearing Results Received, ROR granted, denied (109)
- Revoked or Reinstated, including ROR, NTA (138)

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

#### Victims' Services

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Victims' Services: 470

- Victims' requests for information on parole, conditional release, and conditional medical cases-203
- Victims Located-68
- Status updates to victims on parole, conditional medical, and clemency cases-134
- Assisted victims who attended parole or clemency hearings-7
- Replied to State Attorney Offices concerning information requests- 57
- Onboarded Staff Assistant OPS-1

#### Field Services

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Field Services: 227

## Monthly Accomplishments Report

- Parole Interviews (40)
- Revocation Interviews (151)
- 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 2023

- Submitted 39 requisitions, 18 security request, 49 purchase request, 10 work orders, 6 deliveries, 60 logged in accounting vouchers, 32 HR actions, 110 Travel approvals.
- 100% Prompt Pay
- Provided agency staff safety/wellness information.
- Attended Administration team meeting, FL Palm meetings, FL Palm and OIT meeting, Leadership meetings, OBIS Modernization meetings and Leadership meeting , Legal database meeting, DMS Meeting, PBB meeting, FL Palm Meetings, Purchasing meetings, FASM meeting, Classification Modernization Project Orientation, Recruitment and Selection COI, Performance Management COI, Quarterly Interagency Advisory Council Meeting, FL PALM - Stakeholder's Meeting, Attendance & Leave COI Mtg,
- Governance Demand responses
- Added and updated users to STMS
- Submitted Palm Worksheet
- Conducted interview.
- Draft Project Charter
- IT security Letter
- Monthly BUDGET
- Respond to Legal request.
- Submitted Position Descriptions to DMS
- Updated emergency staff roster for COOP
- STMS – Update users
- Required Letter to DFS
- Outstanding Encumbrance Report
- Audit Verizon Invoices and verified cell phone calls.

### 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 2023**

During the month of November, the Office of the General Counsel generated eighteen (18) 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-one (41) public records requests.

During the month of November, the Commission received fifteen (15) 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: November 2023**

- Conducted legislative constituent relations regarding various Commission functions.
- Met with legislators to discuss the LBR and commission priorities.
- Monitored several committee meetings.
- Started working on the 2023 Annual Report.

### **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: November 2023**

Currently, 378,959 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 an 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.

## **Webpage Statistics**

- <https://FCOR.state.fl.us> has received 91,431,134 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,260,503 names were located, and 132,071 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: November 2023**

- Conducted eligibility reviews on pending applications under the criteria of the Rules of Executive Clemency.

## *Monthly Accomplishments Report*

- Held conference call with the Regional Administrators and Supervisors with discussion on conducting clemency investigations, workload priorities/goals, database issues, and the Rules of Executive Clemency.
- Conducted a TEAMS clemency training session with Region 4 field office investigators and supervisors related to court-ordered financial obligations.
- Assisted in the development of clemency information for the annual report.
- Prepared 50 boxes containing 985 closed clemency files for processing to the Storage Records Center in accordance with procedures and approved retention schedules.
- Prepared investigations completed by field offices for Commissioners' review and conducted quality assurance reviews of With Hearing investigations for upcoming Clemency Board Meetings.
- 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 IT members and Commission staff on the ongoing implementation of improved features and functionality to the clemency and PBB databases.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Hired one new Commission Investigator and conducted training sessions with several new investigators.
- 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.