



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report October 2021

Chairman's Message

Melinda N. Coonrod

During the month of October, the Chairman and legislative director began meeting with state legislators to provide information about Commission business and discuss upcoming legislation that has the potential to impact the Commission. Additionally, Commission staff presented the 2022 Legislative Budget Request (LBR) to the Senate Appropriations Subcommittee on Criminal and Civil Justice and the House of Representative's Justice Appropriations Subcommittee.

This month, the Commission successfully completed the agency compression plan and assisted staff with open enrollment. As we move towards the end of 2021, the Commission is preparing end-of-year reports and planning for other annual tasks and projects.

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 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: October 2021

Office of the Commission Clerk

Cases Docketed: 670

- Parole Interviews, Reviews (73), Granted (1), Terminated (1), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (4), Denied (4)
- Conditional Release cases scheduled for Docket (516)
- Addiction Recovery cases scheduled for Docket (61)

Revocations

Revocations: 342

- Warrants Issued (104)
- Revocations Scheduled for Docket (85)
- Final Hearing Results Received, ROR granted, denied (68)
- Revoked or Reinstated, including ROR, NTA (85)

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

Victims' Services

Victims' Services: 1,451

- Victims requests for information on parole, conditional release, and conditional medical cases (256)
- Victims Located (54)
- Status updates to victims on parole, conditional medical, and clemency cases (1,102)
- Assisted victims who attended parole or clemency hearings (39)

Field Services

Field Services: 251

- Parole Interviews (50)
- Revocation Interviews (169)
- Revocation Hearings (32)

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: October 2021

- Submitted 24 requisitions, 10 security requests, 34 purchase requests, 9 work orders, 7 deliveries, logged in 50 accounting vouchers, completed 9 HR actions, processed 173 invoices, and completed 46 travel reimbursements.
- Achieved 98.46% prompt payment compliance.
- Attended LBR meetings, presentations, and responded to OPB.
- Completed minimum wage compression documents.
- Completed a portion of BSR for CMS.
- Processed VOCA invoice and reimbursement receipt and submitted revised VOCA application forms.
- Completed the monthly budget analysis.
- Setup new PCard holders and new users in STMS.
- Submitted Compression Plan Agency Need to OPB.
- Provided documents for public records request.
- Attended the House and Senate presentation for LBR.
- Assisted employees with questions pertaining to open enrollment.
- Provided agency staff with safety/wellness information.
- Attended FL Palm meetings, Administration team meeting, Attended FL Palm and OIT Meeting, MAC database meetings, CMS meetings, budget meetings, leadership meetings, HR meetings, Criminal and Juvenile Justice Information Systems Council meeting, CAUCUS for FPD Initial Collective Bargaining Negotiations, and Human Resource Officers' Meeting.
- Submitted numbers for crime insurance.
- Completed Safety First Training for all staff.
- Notified FDLE to remove terminated employees from the FALCON database.
- Assisted FCOR's Lawtey office with outgoing mail issues at Lawtey CI.
- Met with Capitol Police to discuss Crime Prevention Training for all FCOR staff.
- Audited driver license and vehicle insurance information for those FCOR staff approved to drive for state business.
- Attended activities committee meeting.
- Set up training for floor wardens through Capitol Police.
- Reviewed Administration's procedure directives for needed revisions.
- Sent out email to leadership requesting annual review of their procedures.
- Coordinated the clean-up of the K-Drive.
- Sent out Verizon invoices to FCOR staff for approval.
- Updated master list of central office staff approved to drive for FCOR business.
- Verified that all financial disclosures are current.
- Coordinated Open Enrollment Webinar for FCOR employees.

- Attended 2 MFMP Prototype demonstrations via GoToWebinar.
- Coordinated with CenturyLink on pending work orders.

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: October 2021

During the month of October, the Office of the General Counsel generated thirty-three (33) court filings, including briefs, responses, motions, orders, and notices.

During the month of October, the Office of the General Counsel responded, through completion, to fifty-one (51) public records requests.

During the month of October, the Commission received eleven (11) 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: October 2021

- Bills were filed on behalf of the Commission by Senator Keith Perry and Representative Sam Killebrew to amend F.S. 947.04, relating to the rate of payment for work performed by retired or former commissioners assigned to temporary duty.
- The Commission presented our 2022 Legislative Budget Request (LBR) to the Senate Appropriations Subcommittee on Criminal and Civil Justice and the House of Representative's Justice Appropriations Subcommittee.
- The Chairman and legislative director met with six senators who sit on the Senate Appropriations Subcommittee on Criminal and Civil Justice to provide an overview of the Commission's LBR.

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- The legislative director met with 13 state representatives and provided an overview of the Commission's functions and answered questions. (11 of the 13 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 October 12, 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: October 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.
- Wrote and disseminated press releases regarding Commission hearings.
- Began planning for 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: October 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 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 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 define the implementation of this project. This project is continuing after the end of the last fiscal year, as the development and testing are still in progress.
- OEC worked closely with the Board in the circulation of preliminary review lists for RCR Without a Hearing and RFR/Commutation of Sentence and Unfavorable Commission Recommendations for With a Hearing cases. This office prepares RCR Certificates for those granted without a hearing.
- The Rules of Executive Clemency were revised on March 10, 2021. This office continues to revise internal processes to reflect 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 Board on actions taken and in preparing the executive orders for those granted clemency.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 90,314,024 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,217,560 names were located, and 119,965 certificates have been printed.
- Currently, 378,323 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: October 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, and other issues. Conducted group user testing throughout the month.
- 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.

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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 for Commissioners' review and conducted quality assurance reviews of With investigations completed by field offices for upcoming Clemency Board Meetings.
- 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 with other responses for clemency information/data requests.
- Conducted training sessions with new investigators.
- Provided customer service to clemency applicants.



From left to right: Attorney General Ashley Moody, Governor Ron DeSantis, Commissioner Richard Davison, Chairman Melinda Coonrod, Commissioner David Wyant, CFO Jimmy Patronis, Commissioner of Agriculture Nikki Fried.