



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report September 2023

Chairman's Message

Melinda N. Coonrod

During the month of September, the Commission held an out-of-town hearing in Maitland and several state legislators were in attendance. 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.

On September 11th, Commissioner Davison and I, and other FCOR staff attended the Missing Children's Day event. This annual event is held to remember Florida's missing children, recognize the state's efforts in child protection, and educate Floridians on child safety and abduction prevention.

The Commission also finalized and submitted the Long-Range Program Plan (LRPP).

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: September 2023

Office of the Commission Clerk

Cases Docketed: 580

- Parole Interviews, Reviews (63), Granted (4), Terminated (3), Released to Guidelines (1), Declined to authorize (0), Rescinded/Re-paroled (0)
- Conditional Medical Release Granted (0), 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 September 2023 is 3.
- Conditional Release cases scheduled for Docket (451)
- Addiction Recovery cases scheduled for Docket (53)

Revocations

Revocations: 422

- Warrants Issued (146)
- Revocations Scheduled for Docket (105)
- Final Hearing Results Received, ROR granted, denied (68)
- Revoked or Reinstated, including ROR, NTA (103)

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

Victims' Services

Victims' Services: 423

- Victims' requests for information on parole, conditional release, and conditional medical cases-171
- Victims Located-61
- Status updates to victims on parole, conditional medical, and clemency cases-118
- Assisted victims who attended parole or clemency hearings-8
- Replied to State Attorney Offices concerning information requests-65

Field Services

Field Services: 220

- Parole Interviews (31)
- Revocation Interviews (148)
- 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: September 2023

- Submitted 17 requisitions, 20 security request, 14 purchase request, 17 work orders, 14 deliveries, 61 logged-in accounting vouchers, 43 HR actions.
- Provided agency staff safety/wellness information
- Attended Administration team meeting, FL Palm meetings, FL Palm and OIT meeting, Leadership meetings, OBIS Modernization meetings, OBIS Leadership meeting, OBIS GAP analysis meeting, OBIS Readiness meetings, PBB meeting, CMS meetings, Legal database meeting, Performance Based Budgeting database meeting, Human Resource Officers Meeting, Administration FASM meeting, LRPP meetings, Business meeting, quarterly mitigation meeting, Fund Shift Meeting
- Monthly budget
- OBIS GAP analysis
- Assisted with drafting the LRPP
- Review BRD for Legal database
- Performance evaluation
- Capitol Badges updated
- Chapter Law review
- Risk Assessment IT Security
- CJIS meeting and conference
- Submitted 1099 Checklist
- Updated visitor and vehicle logs
- Reviewed capitol badge list for expiring badges.
- Submitted Pcard Management Representation Letter
- Created a State Car calendar for all admin
- Sent emergency evacuation checklists to floor wardens and alternates.
- Created a phone directory for all personal lines in central office for easier identification
- STMS – Training for FCOR Staff
- Inputted LBR & CIP into LASPBS
- Submitted CSFA
- Posted LBR & CIP and LRPP
- Conducted Interviews

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- Submitted Bimonthly Agency Palm Readiness Status
- Attended FASM meeting
- Submitted Quarterly Rate Analysis
- Updated balance on postage machine in the field
- Completed annual DAVID training
- Met with DOC regarding incoming DOC mail that is mixed in with FCOR's
- Conducted annual gold badge/shield audit
- Updated the Master Procedure Directive List
- Submitted P-Card Profiles and forms for p-card approval
- Completed moving expense

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: September 2023

During the month of September, the Office of the General Counsel generated thirteen (13) court filings, including briefs, responses, motions, orders, and notices.

During the month of September, the Office of the General Counsel responded, through completion, to sixty-one (61) public records requests.

During the month of September, 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: September 2023

- Conducted legislative constituent relations regarding various Commission functions.
- Attended the Maitland hearing along with several legislators and their staff.

- Finalized and submitted the Long Range Program Plan (LRPP).

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: September 2023

Currently, 378,959 RCR certificates are available for printing and can be searched on our website: 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 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 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. 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 is preparing for the upcoming Clemency Meeting with the Board of Executive Clemency scheduled for October 25, 2023.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 91,341,833 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,257,591 names were located and 131,170 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: September 2023

- Conducted eligibility reviews on pending applications under the criteria of the Rules of Executive Clemency.
- Held conference call with the Regional Administrators and Supervisors with discussion on conducting clemency investigations, workload priorities, database issues, upcoming training, and the Rules of Executive Clemency.
- Developed investigative and resource training materials for upcoming in-person clemency training for regional administrators and supervisors in the field offices.
- 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.
- Assisted in the development of clemency information for multiple annual agency reports and legislative budget requests.
- Worked with Department of Corrections IT members and Commission staff on the implementation of the new PBB database which recently went to live production.
- Worked with Department of Corrections (DC) IT members and Commission staff on the ongoing implementation of improved features and functionality to the clemency database.
- Completed and presented section report at annual Business Meeting. Congratulations to Brandee Davis, Commission Investigator, for being recognized as Statewide/Central Office Employee of the Year.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Hired two new Commission Investigators and conducted training with several new investigators.

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- Provided ad hoc investigation, research, assistance and other information to the various clemency aides upon specific requests.
- Provided oversight and direction regarding agency records retention, storage, and disposition in accordance with approved retention schedules.
- Provided customer service to clemency applicants.