



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report August 2023

Chairman's Message

Melinda N. Coonrod

During the month of August, the Commission held our regularly scheduled parole and conditional medical release hearings in person in Tallahassee and via teleconference.

The Commission also began working on the Long-Range Program Plan (LRPP) and finalizing the Legislative Budget Request.

Lastly, the Chairman and other Commission staff attended the Florida Council on Crime and Delinquency annual training.

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: August 2023

Office of the Commission Clerk

Cases Docketed: 872

- Parole Interviews, Reviews (66), Granted (1), Terminated (1), Released to Guidelines (0), Declined to authorize (0), Rescinded/Re-paroled (0)
- Conditional Medical Release Granted (2), Denied (2), Docketed (4) Note that starting Jan 2020, we don't count the docketed in this total (but I will note it), so CMR total August 2023 is 4.
- Conditional Release cases scheduled for Docket (715)
- Addiction Recovery cases scheduled for Docket (81)

Revocations

Revocations: 468

- Warrants Issued (149)
- Revocations Scheduled for Docket (104)
- Final Hearing Results Received, ROR granted, denied (115)
- Revoked or Reinstated, including ROR, NTA (100)

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

Victims' Services

Victims' Services:

- Victims' requests for information on parole, conditional release, and conditional medical cases-204
- Victims Located-52
- Status updates to victims on parole, conditional medical, and clemency cases-194
- Assisted victims who attended parole or clemency hearings-3
- Replied to State Attorney Offices concerning information requests-34

Field Services

Field Services: 265

- Parole Interviews (45)
- Revocation Interviews (185)
- Revocation Hearings (40)

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: August 2023

- Submitted 37 requisitions, 16 security requests, 35 purchase requests, 11 work orders, 4 deliveries, 28 logged-in accounting vouchers, and 26 HR actions.
- Submitted 21 requisitions, 2 security requests, 21 purchase requests, 16 work orders, 8 deliveries, logged-in accounting vouchers, and 40 HR actions.
- 100% Prompt Pay.
- Provided agency staff safety/wellness information.
- Business Meeting report.
- Attended Administration team meeting, FL Palm meetings, FL Palm and OIT meeting, FL Palm Financial Wave meeting, Leadership meetings, OBIS Modernization meetings, Fund Shift meeting, PBB meeting, CMS meetings, Safety meetings, Legal database meeting,, Performance Based Budgeting database meeting, Attendance & Leave Meeting, DMS Meeting, Agency Training Manager Meeting, Employee Relations Community of Interest Meeting, FRS Employer Training, Active Shooter Awareness, Quarterly Interagency Advisory Council Meeting, Human Resource Officers Meeting, Hurricane Idalia meetings, Administration FASM meeting, LRPP meetings, FDC CIO meeting, New LAD overview of Administration meeting.
- Completed Savings Sharing and Training Program Survey.
- Updated Temporary Special Pay Duties Pay Request for FY 2024.
- Completed Veterans' Recruitment Survey.
- Submitted reclassification packet to DMS.
- Reviewed LBR Capitol plan.
- Provided DC IT with LBR benefit response.
- Completed Employee Recognition Awards for the September Business Meeting.
- Added and updated users to STMS trainings to FCOR Staff.
- Completed IT risk assessment survey.
- UMC Report on Users.
- Posted Citizen Support Letters.
- Conducted Interviews.
- Submitted Casualty Account Design Survey.
- Confirmed OEC call forward capability.

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- Completed the Legal databases Business Case.
- Governance and Demands IT submissions.
- Emailed supervisors to send updated emergency staff rosters.
- Safety inspection done 8/2/23 results shared with staff.
- Started review of COOP for 2023.
- Updated evacuation checklists (added new staff).
- Both state cars oil changes and annual inspections.
- Sent updated version of evacuation checklist to northside floor wardens.
- Completed annual attractive property audit.
- Audited and updated phone in the lobby.
- Coordinated with AT&T and DMS to correct issues with phones.
- Contacted USPS about mail issues.
- COOP activated 8/28/23 via email due to potential threat of Hurricane Idalia.
- Attended daily calls from SERT.
- Updated balance on postage machine in the field.
- Prepared Years of Service and Superior Achievement certificates.
- Updated the Master Key Inventory List.
- Collected procedure directives and manuals for OBIS project.

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: August 2023

During the month of August, the Office of the General Counsel generated twenty-seven (27) court filings, including briefs, responses, motions, orders, and notices.

During the month of August, the Office of the General Counsel responded, through completion, to fifty-six (56) public records requests.

During the month of August, the Commission received nine (9) 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: August 2023

- Assisted with finalizing the LBR.
- Worked on the Long Range Program Plan (LRPP).
- Conducted legislative constituent relations regarding various Commission functions.
- Attended the FCCD Conference.

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: August 2023

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.

Currently, 378,958 RCR certificates are available for printing and can be searched on our website: www.fcor.state.fl.us under the clemency tab.

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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.

Executive Orders were prepared and submitted for circulation and signature by the Board. 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 91,295,685 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,256,296 names were located and 130,791 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: August 2023

- 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.
- 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 went to live production this month

Monthly Accomplishments Report

- 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.
- Hired three new Government Analysts.
- Provided oversight and direction regarding agency records retention, storage, and disposition in accordance with approved retention schedules.
- Provided customer service to clemency applicants.