



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

## Monthly Accomplishments Report January 2023

### Chairman's Message

*Melinda N. Coonrod*

During the month of January, the Office of Executive Clemency coordinated and conducted the Executive Clemency Board meeting on January 18, 2023, at the Capitol. In preparation for the meeting, the Commission completed and submitted 61 in-depth clemency investigations for consideration, and Commission leadership, along with Clemency Investigations' staff, provided detailed information to the Board related to the cases being considered.

Additionally, the Commission presented our 2023 Legislative Budget Request to the Senate Appropriations Subcommittee on Criminal and Civil Justice and I presented an agency overview to the House of Representatives Criminal Justice Subcommittee.

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: January 2022

#### Office of the Commission Clerk

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Cases Docketed: 653

- Parole Interviews, Reviews (57), Granted (3), Terminated (7), Released to Guidelines (0), Declined to authorize (4), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (0), Denied (1)
- Conditional Release cases scheduled for Docket (522)
- Addiction Recovery cases scheduled for Docket (57)

#### Revocations

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Revocations: 470

- Warrants Issued (124)
- Revocations Scheduled for Docket (113)
- Final Hearing Results Received, ROR granted, denied (127)
- Revoked or Reinstated, including ROR, NTA (106)

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

#### Victims' Services

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Victims' Services: 1,130

- Victims' requests for information on parole, conditional release, and conditional medical cases (167)
- Victims Located (51)
- Status updates to victims on parole, conditional medical, and clemency cases (888)
- Assisted victims who attended parole or clemency hearings (24)

#### Field Services

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Field Services: 271

- Parole Interviews (44)
- Revocation Interviews (176)

- Revocation Hearings (51)

## 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: January 2022**

- Submitted 14 requisitions, 24 security requests, 13 purchase requests, 15 work orders, 4 deliveries, 45 accounting vouchers, 21 HR actions, 55 invoices, and 19 travel reimbursements.
- Achieved 100% prompt payment compliance.
- Attended CMS system meetings with vendor.
- Provided agency staff safety/wellness information.
- Attended FL Palm meetings, administration team meeting, FL Palm and OIT meeting, Leadership meetings, HR meetings, IT meetings, COOP emergency management meetings, PBB meeting, bill analysis meeting, and conditional release data meeting,
- Creating the action plan for the revised COOP plan.
- Reviewed procedure directives.
- DOC provided FCOR overview of the management of the DEMADS system.
- Provided requested items for AG audit and setting up workplace and Wi-Fi for auditors.
- Assessed available office space.
- Attended LBR presentation.
- Audited driver's licenses and insurance cards.
- Completed a portion of FCOR 5-year resubmission of employee fingerprints.
- Started submitting to FDLE/FBI fingerprints for FCOR staff for the new FBI National Rap Back submissions.
- Audited central office keys issued to staff.
- Completed state agency payroll compliance checklist.
- Audited all position description files.
- Audited personnel files for the last two years.
- Verified the agency's 2023 information for financial disclosure.
- Updated posters in breakrooms regarding new laws.
- Collected confirmation about teleworking internet connection for all staff members.
- Created emergency staff rosters for the field and central offices.
- Completed inventory and assessment of FCOR laptops.
- Completed the monthly analysis.
- Submitted the recycling report.
- Submitted the generator survey.

## 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: January 2022**

During the month of January, the Office of the General Counsel generated ten (10) court filings, including briefs, responses, motions, orders, and notices.

During the month of January, the Office of the General Counsel responded, through completion, to forty-six (46) public records requests.

During the month of January, the Commission received twelve (12) 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 precedents 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: January 2022**

- Met with Senator Jennifer Bradley, Chair of the Senate Appropriations Committee on Criminal and Civil Justice, and seven Senators who serve on the committee.
- Met with Senate President Pro Tempore, Dennis Baxley.
- Met with Senator Jonathan Martin, Chair of the Senate's Criminal Justice Committee.
- Met with House Speaker Pro Tempore, Chuck Clemons.
- Met with Representative Chuck Brannan, Chair of the House Justice Appropriations Subcommittee, and seven Representatives who serve on the committee.
- The Commission presented our 2023 Legislative Budget Request to the Senate Appropriations Subcommittee on Criminal and Civil Justice
- Chair Melinda Coonrod presented an agency overview to the House of Representatives Criminal Justice Subcommittee.

## Monthly Accomplishments Report

- Attended meetings of the Senate Appropriations Committee on Criminal and Civil Justice and the House of Representatives Justice Appropriations Subcommittee.
- Monitored criminal justice and appropriations committee meetings of the Florida Senate and House of Representatives.
- Conducted meetings with legislative aides to brief them on the Commission.
- Directed legislative constituent relations regarding functions of the Commission and the Office of Executive Clemency.
- Participated in the Commission's parole hearings in Tallahassee.

### 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: January 2022

- Provided ongoing media relations.
- Composed internal messages to staff.
- Composed correspondence on behalf of the agency to external audiences.
- Composed social media posts on behalf of the Chairman.
- Attended management meetings.
- Completed ongoing updates to the Commission website.
- Provided proofreading and editing for agency policy documents and other Commission communications and reports.
- Monitored the media for content related to Commission business.
- Composed and disseminated press releases related to Commission business.
- Managed job postings on LinkedIn.

### 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: January 2022

- 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 summary denials and grants.

- OEC is the custodian of all clemency records and processed over 400 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 a 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. This office prepares all Executive Orders for signature and RCR Certificates for those granted without a hearing.
- OEC coordinated and conducted the Executive Clemency Board Meeting on January 18, 2023, at the Capitol.

## **Webpage Statistics**

- <https://FCOR.state.fl.us> has received 90,975,505 inquiries with 6,279,946 searches for Restoration of Civil Rights (RCR) grants.
- 1,244,4611 names were located, and 126,857 certificates have been printed.
- Currently, 378,854 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.
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## **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: January 2022**

- On January 18, 2023, the Governor and Cabinet, sitting collectively as the Clemency Board, held its first Clemency Board Meeting of 2023. The Commission completed and submitted 61 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, attended and was available to provide detailed information related to the Confidential Case Analyses to the Board Members in response to their inquiries.
- Held conference call with the Regional Administrators and Supervisors with discussion on conducting clemency investigations, workload priorities, database issues, and the Rules of Executive Clemency.
- 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.

## *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.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information and data requests.
- Provided oversight and direction regarding agency records retention, storage, and disposition in accordance with approved retention schedules.
- Conducted training with several new investigators.
- Provided customer service to clemency applicants.