



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report September 2021

Chairman's Message

Melinda N. Coonrod

The month of September was particularly busy for the Commission as we completed several key agency reports, facilitated a meeting of the Board of Executive Clemency, and held our first out-of-town hearings since before the onset of the COVID-19 pandemic, among many other accomplishments.

Commission highlights for the month of September include:

- Completed and submitted the Long Range Program Plan.
- Conducted our annual Business Meeting where staff are presented awards in recognition of their service.
- Presented the 2022 Legislative Budget Request.
- Prepared for and facilitated a meeting of the Board of Executive Clemency.
- Held two parole hearings in Jacksonville Beach, Florida.

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: September 2021

Office of the Commission Clerk

Cases Docketed: 662

- Parole Interviews, Reviews (99), Granted (2), Terminated (4), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (4), Denied (4)
- Conditional Release cases scheduled for Docket (487)
- Addiction Recovery cases scheduled for Docket (54)

Revocations

Revocations: 379

- Warrants Issued (129)
- Revocations Scheduled for Docket (78)
- Final Hearing Results Received, ROR granted, denied (99)
- Revoked or Reinstated, including ROR, NTA (73)

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

Victims' Services

Victims' Services: 1,242

- Victims requests for information on parole, conditional release, and conditional medical cases (226)
- Victims Located (43)
- Status updates to victims on parole, conditional medical, and clemency cases (933)
- Assisted victims who attended parole or clemency hearings (40)

Field Services

Field Services: 244

- Parole Interviews (72)
- Revocation Interviews (146)
- Revocation Hearings (26)

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 2021

- Submitted 35 requisitions, 12 security requests, 27 purchase requests, and 9 work orders. Completed 9 deliveries, 43 accounting vouchers, 20 HR actions, and 147 invoices.
- Achieved 100% prompt payment compliance.
- Attended LBR meetings, wrote narrative, submitted calculations, and met with OPB.
- Completed minimum wage compression documents.
- Completed the Business Meeting report, years of service awards/superior accomplishment awards, and attended the meeting.
- Reviewed the Long Range Program Plan.
- Previewed CMS documents.
- Setup new Pcard holders and new users in STMS.
- Submitted FL Single Audit Act (CSFA Certification).
- Amend Capital Case contract and uploaded to FACTS.
- Renewed SAM Registration.
- Submitted 1099 and the P4 Forms.
- Submitted VOCA spreadsheet to OPB for Federal budget.
- Provided agency staff safety/wellness information.
- Attended FL Palm meetings, Administration team meeting, MAC database meetings, CMS meetings, Budget meetings, Leadership meetings, HR meetings, CJIS meeting, Quarterly Interagency Advisory Council, Human Resource Officers' Meeting, Recruitment and Selection Community of Interest meeting, Agency & University HR Kick-Off meeting, Performance Management Community of Interest meeting, Attendance & Leave Community of Interest meeting, Classification & Org Structure Community of Interest Meeting, EEO/AA Community of Interest meeting, and Division of State HRM-Employee Relations meeting.
- Assisted employees with questions pertaining to Open Enrollment for 2021–2022.
- Arranged for Capital Insurance and the Benefit Advisor to setup in the lobby for open enrollment.
- Set up training for floor wardens and met with Capitol Police to discuss Crime Prevention Training.
- Updated master list of central office staff approved to drive state vehicles.
- Audited driver license and vehicle insurance.
- Updated Master Index for procedures and the master key control inventory list.
- Completed attractive property inventory.
- Updated Staff Evacuation list and Floor Wardens and Captains.
- Coordinated with Cherie Williams from DMS on the new Fleetwave system.
- Completed calls and e-mails related to COVID-19. Assisted with information to provide to staff on COVID-19 for telework requests and logged and tracked positive COVID-19 cases.
- Handled issues related to the new carpet installation.

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 2021

During the month of September, the Office of the General Counsel generated eighteen (18) court filings, including briefs, responses, motions, orders, and notices.

During the month of September, the Office of the General Counsel responded, through completion, to forty-seven (47) public records requests.

During the month of September, the Commission received six (6) 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: September 2021

- Presented the Commission's 2022 Legislative Budget Request to the Executive Office of the Governor, the Office of General Counsel, and the Office of Policy and Budget.
- Met with several state representatives and provided an overview of the Commission's functions.
- Monitored criminal justice and appropriations committee meetings of the Florida Senate and House of Representatives.
- Completed the PowerPoint presentation for the Commission's Legislative Budget Request.
- Directed legislative constituent relations regarding functions of the Commission and the Office of Executive Clemency.
- Attended the Commission's parole hearing in Jacksonville Beach on September 29–30 with State Representative Angela Nixon; State Representative Tracie Davis; Senator Aaron Bean's aide, Henry Mahler; and State Representative Clay Yarborough's aide, David Podvia.

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: September 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.
- Completed the annual Business Meeting report and materials.
- Completed the 2022–23 Long Range Program Plan.
- Attended the September meeting of The Board of Executive Clemency.

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: September 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 has received legislative funding in the last fiscal year 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 defining 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 on new processes since the Rule revision for the circulation of preliminary review list for RCR Without a Hearing, 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 implement 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.
- OEC coordinated and conducted the Executive Clemency Board Meeting on September 22 at the Capitol.

Webpage Statistics

- The Commission website, <https://FCOR.state.fl.us>, has received 90,288,520 inquiries with 6,278,837 searches for Restoration of Civil Rights (RCR) grants.
- A total of 1,215,599 names were located, and 119,273 certificates have been printed.
- Currently, 378,320 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: September 2021

- On September 22, 2021, the Governor and Cabinet, sitting collectively as the Clemency Board, held its third quarterly Clemency Board Meeting of 2021. The Commission completed and submitted 35 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, attended and were available to provide detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- 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.
- Held conference call with the Regional Administrators and Supervisors with discussion on procedures for conducting clemency investigations, workload priorities, revisions to the Rules of Executive Clemency, and testing of the new clemency database.
- Since the Clemency Board adopted revisions to the Rules of Executive Clemency in March, this office has worked closely with the Office of Executive Clemency and the Clemency Board on implementation of the revised rules. The Director and staff have created training/resource materials, and held meetings with central office and field staff related to processes for conducting eligibility reviews and

investigations. In addition, staff are conducting reviews on pending applications for eligibility under the criteria of the revised rules.

- Assisted in the development of clemency information for multiple annual agency reports.
- Provided ad hoc investigation, research, assistance, and other information to the various clemency aides upon specific requests.
- Conducted training sessions with new investigators.
- 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.
- Presented section report at the annual Business Meeting. Congratulations to May Balingcongan, Commission Investigator, for being recognized as Statewide Employee of the Year.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Provided customer service to clemency applicants.