



# FLORIDA COMMISSION ON OFFENDER REVIEW

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A Governor and Cabinet Agency Created in 1941



COMMISSION ACTIVITIES

YEAR IN SUMMARY STATISTICS

DEPARTMENT REPORTS

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2024  
ANNUAL  
REPORT

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## FLORIDA COMMISSION ON OFFENDER REVIEW



Commissioner S. Michelle Whitworth, Vice Chairman  
Commissioner David A. Wyant, Chairman  
Commissioner Richard D. Davison  
*(Pictured from left to right)*

## FLORIDA BOARD OF EXECUTIVE CLEMENCY

Wilton Simpson, Commissioner of Agriculture  
and Consumer Services

Ron DeSantis, Governor

Ashley Moody, Attorney General

Jimmy Patronis, Chief Financial Officer  
*(Pictured from left to right)*



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## ***FCOR Mission Statement***

*Ensuring public safety and providing victim assistance through the post prison release process.*

# CHAIRMAN'S MESSAGE



Dear Governor DeSantis and members of the Cabinet, Senate President Albritton, and House Speaker Perez:

I am honored to present the Florida Commission on Offender Review's annual report. With the continued support of our state leadership and criminal justice partners, the Commission remains steadfast in its mission to ensure public safety and uphold justice for all Floridians.

As a quasi-judicial agency, the Commission serves a critical role within Florida's criminal justice system. Each year, the Commission receives thousands of cases, which are carefully prepared and processed by our staff for review and appropriate action.

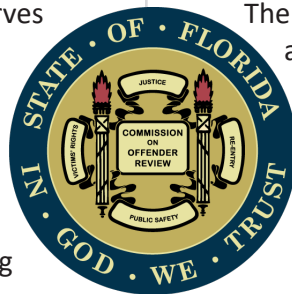
Commission responsibilities include overseeing parole, control release, conditional medical release, conditional release, and addiction recovery release supervision for incarcerated individuals and offenders with pending revocations. Additionally, we manage the processing of clemency applications and coordinate clemency hearings under the direction of the Governor and Cabinet.

The Commission is committed to maintaining the highest standards of accountability and efficiency. To

foster collaboration and transparency, we host out-of-town parole hearings in various regions across the state, providing opportunities for legislators, other elected officials, and members of the public to engage directly with our processes and better understand our work.

The Commission strives to address recidivism and reduce the number of crime victims.

The following pages outline the Commission's accomplishments for 2024, which I respectfully submit for your review. On behalf of the Florida Commission on Offender Review, thank you for your continued support as we work together to build a safer, more secure future for Florida.



Sincerely,

David A. Wyant, Chairman

# COMMISSIONERS' VITAE



**DAVID A. WYANT**  
*Chairman*

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Chairman David A. Wyant began his criminal justice career in 1994 as a patrol officer with the Bartow Police Department. In 1996, he was promoted to serve as a detective in the Special Investigations Unit where he investigated narcotic, vice, and other high-profile crimes. For his efforts in this role, Chairman Wyant was selected as the Bartow Chamber of Commerce Police Officer of the Year in 1997.

After serving in the community-focused policing squad bike patrol unit, Chairman Wyant returned to the role of detective in 2002 where he was responsible for investigating economic, person, and property crimes as well as homicides. In 2006, Chairman Wyant was promoted to serve as the department's sergeant of detectives and was appointed as the deputy chief in 2014, subsequently earning numerous commendations and the Polk County Police Chiefs Association Officer of the Year Award. Chairman Wyant received a Bachelor of Arts degree in criminal justice from Saint Leo University in Tampa and is a graduate of the FBI National Academy in Quantico, Virginia. He was appointed by the Governor and Florida Cabinet on May 10, 2016, and was confirmed by the Florida Senate on May 5, 2017, to serve a six-year term. He is a member of Florida Police Chiefs Association, FBI National Academy Association, Florida Council on Crime and Delinquency, and Association of Paroling Authorities International. Chairman Wyant was re-appointed to the Commission by Governor DeSantis and the members of the Florida Cabinet on September 18, 2023 and confirmed by the Florida Senate on March 7, 2024. On June 12, 2024, Chairman Wyant was appointed Commission Chairman.



**S. MICHELLE WHITWORTH**  
*Vice Chairman*

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Commissioner Whitworth began her career in criminal justice in 1994 upon graduating from Florida State University with a bachelor's degree in criminology. She started her career as a Correctional Probation Officer with the Florida Department of Corrections, graduating from the Probation Officer Academy and being certified by the Florida Department of Law Enforcement. She gained vital experience and was promoted through the ranks, holding various positions in community corrections, institutions, training, and management. In 2006, Commissioner Whitworth moved to the Florida Parole Commission, subsequently renamed the Florida Commission on Offender Review (FCOR). She served in several investigative and management positions within FCOR's Clemency Investigations office located in Tallahassee.

On June 4, 2019, she was appointed by Governor Ron DeSantis and the Florida Cabinet as the Coordinator of the Office of Executive Clemency. She served the Governor and Cabinet sitting as a member of the Board of Executive Clemency. In that role, she directed the Office of Executive Clemency, served as custodian of clemency records, and led the quarterly Executive Clemency Board Meetings. Commissioner Whitworth was elected by the statewide membership of the Florida Council on Crime and Delinquency (FCCD) and currently serves as president-elect of the organization. She was appointed as Commissioner and Vice Chair by Governor Ron DeSantis and the Florida Cabinet on June 12, 2024.



**RICHARD D. DAVISON**  
*Commissioner*

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Commissioner Richard D. Davison began his criminal justice career in 1989 as an assistant state attorney in the Ninth Judicial Circuit where he prosecuted felony, misdemeanor, and traffic cases. In 1991 he became the staff attorney for the Florida House of Representatives Committee on Criminal Justice. He then served as an assistant statewide prosecutor in the Office of Statewide Prosecution where he prosecuted white-collar crime, organized crime, and other criminal enterprises.

Following the creation of the Florida Department of Juvenile Justice in 1994, Commissioner Davison served as that department's director of legislative affairs, assistant general counsel, and deputy secretary. Subsequently, Commissioner Davison was appointed deputy secretary of the Florida Department of Corrections. Prior to his appointment to the Commission, Commissioner Davison was also employed as an associate for Williams, Wilson, and Sexton, P.A., and as legal counsel for the Gadsden County Sheriff's Office.

Commissioner Davison received a bachelor of science degree from Florida State University in 1984 and a doctor of jurisprudence from the University of Florida in 1988. Commissioner Davison was originally appointed to the Commission by the Governor and Florida Cabinet on August 19, 2014, and was confirmed by the Florida Senate on April 29, 2015, to serve a six-year term. Commissioner Davison was re-appointed to the Commission by the Governor and Florida Cabinet on December 15, 2020, and was confirmed by the Florida Senate to serve a second six-year term that extends until June 30, 2026.

## COMMISSION HISTORY

In the early 1800s, state prisoners were leased to Florida companies as laborers. This prisoner leasing system ended after the notorious Tabert case. Martin Tabert was a young prisoner convicted of stealing a ride on a freight train, after which he died as a result of the brutal treatment administered by the lumber company boss to whom he was leased. An incensed public demanded the discontinuance of leasing prisoners, but prison overcrowding, the high cost of housing, and pressure for better treatment of prisoners set the stage for opportunists to peddle their influence in the pardoning of prisoners. The Pardon Board was created by the 1885 Florida Constitution and was composed of the Governor and Cabinet. Due to the limitations of the pardon system, the Florida Parole and Probation Commission was constitutionally established in 1941. The Commission selected sentenced inmates for parole release and its field staff provided supervision for those released to parole. In 1975, the responsibility of supervising parolees was transferred to the Florida Department of Corrections (Department), but the Commission retained oversight of release and revocation decisions. Below is an abbreviated timeline outlining the Commission's role in Florida's criminal justice system.

**1978**

The Florida Legislature enacted the Objective Parole Guidelines Act, requiring the Commission to develop and implement rules and criteria upon which parole decisions were to be made. It required the development of guidelines according to an acceptable research method based on the seriousness of the offense and the likelihood of a favorable parole outcome. The act also provided for reorganization of the agency into functional areas.

**1983**

Under sentencing guidelines, the Commission retained paroling authority for inmates whose felony offenses were committed prior to October 1, 1983.

**1988**

The Victim Assistance Law was enacted and provided that the crime victim, or family of the victim, has the opportunity to provide input into the decision-making process.

**1988**

The conditional release program was enacted and provides that inmates convicted of certain crimes, and who have served at least one prior felony commitment at a state or federal correctional institution or have been sentenced as a habitual offender, violent habitual offender, violent career criminal, or sexual predator, shall be released under supervision on their tentative release date subject to specified terms and conditions established by the Commission.

**1989**

Control release authority was established. This legislation directed the Commission to develop a system of uniform criteria to determine the number and type of inmates released into the community in order to maintain the state's prison population between 99% and 100% of its total capacity. The control release program became effective September 1, 1990, and over the next four years, 75,000 inmates were released through this program.

**1992**

The conditional medical release program was established. This program authorizes the Department to recommend to the Commission terminally ill or permanently incapacitated inmates for early release due to their medical conditions.

**2001**

The Legislature created the addiction recovery supervision program and placed it under the Commission's administration. The law requires the Commission to set the terms and conditions of supervision, and to address alleged violations of supervision if the offender fails to abide by the conditions.

**2010**

The Legislature provided the Commission authority to increase the interval between parole consideration reinterviews to within seven years for parole eligible offenders who have been convicted of murder, attempted murder, sexual battery, or attempted sexual battery, or who are serving a 25-year minimum mandatory sentence component. For victims and their families, reduction in the frequency of parole opportunities lessens the trauma, stress, and financial burden associated with the potential release of an offender.

**2013**

The Legislature expanded the list of crimes eligible for subsequent interview dates to be set within seven years to include the act or attempt of kidnapping, and the crimes of robbery, burglary of a dwelling, burglary of a structure or conveyance, or breaking and entering, or an attempt thereof of any of these crimes in which a human being is present and a sexual act is completed or attempted. The sexual act or attempt thereof does not apply to the kidnapping offenses.

**2014**

The Legislature changed the name of the Commission from the Florida Parole Commission to the Florida Commission on Offender Review. The Legislature reassigned the responsibility for appointing capital clemency counsel from the Justice Administrative Commission to the Board of Executive Clemency. Under the bill, the Board appoints private counsel with the fees paid from funds appropriated to the Commission.

# FACTS ABOUT THE COMMISSION

As a quasi-judicial, decision-making body, the Commission performs a vital role in Florida's criminal justice system by preserving the autonomy needed in post release decisions affecting inmates and offenders.

Commissioners preside over public hearings at the Commission's Central Office in Tallahassee and at various locations throughout the state to encourage participation by victims, victims' families, and inmates' families and supporters. While inmates are not present at these hearings, the Commission provides a victim coordinator and an inmate family coordinator to assist both parties during the proceedings.

As to parole, every parole-eligible inmate has a right to proper consideration for parole, and these proceedings must be conducted as required by law. Testimony and pertinent information may be provided by victims, victim's families, inmate representatives, supporters, and families. Commissioners may also hear from law enforcement, state and private attorneys, and other interested parties. This proceeding is often the first opportunity for a victim, or family member of a victim, to provide input in a non-adversarial venue. If parole is granted, the Commissioners will address victim restitution issues, and special conditions of supervision needed to address public safety concerns and to promote the successful re-entry of the inmate into society.

During Commission hearings, the Commissioners conduct other types of proceedings, such as granting or denying conditional medical release, ordering release to and imposing conditions of conditional release or addiction recovery supervision, and conducting periodic supervision reviews. The Commission also makes final determinations with regard to revocation of all types of supervision, where a releasee may have violated conditions of their release. When the Commission determines that a releasee is guilty of a willful and substantial violation, the Commission may order the releasee's return to prison to complete service of the original term of imprisonment.

The Commission serves as a cost-saving mechanism for the taxpayers of the state of Florida by conducting revocation hearings for releasees in informal surroundings conducted before an investigator, and usually held at a county jail, with witnesses to the violation providing pertinent testimony. The United States Supreme Court has fully sanctioned the state's use of these less costly proceedings, with limited due process requirements. Probation revocation hearings, by contrast, require that proceedings be conducted in a courtroom before

a judge, with an assistant state attorney prosecuting the case, and generally an appointed public defender representing the offender.



*Commissioner Whitworth, Chairman Wyant, and Commissioner Davison (pictured left to right)*

The Governor and members of the Cabinet sit as the Board of Executive Clemency and set forth the Rules of Executive Clemency. The Commission operates as the administrative and investigative arm of the Board. Clemency is a constitutionally authorized process. The forms of clemency include full pardon; pardon without firearm authority; pardon for misdemeanor; commutation of sentence; remission of fines and forfeitures; specific authority to own, possess, or use firearms; restoration of civil rights; and capital case (death penalty) reviews.

In Florida, when a person is convicted of a felony, they lose the right to vote, serve on a jury, hold public office, and possess a firearm. Administered by the Commission, the clemency process provides the means through which an offender may have some or all of their rights restored.

## Commission Quick Facts

- Functions as a quasi-judicial and decision-making body.
- Responsible for the careful selection of candidates who are appropriate for parole.
- Holds weekly hearings, including hearings held throughout the state, to encourage participation by victims, victims' families, and inmates' families who would otherwise not be able to attend.
- Administers parole, conditional medical release, control release, conditional release, and addiction recovery supervision.
- Acts as the administrative and investigative arm of the Governor and Cabinet who sit as the Board of Executive Clemency.

## Parole

The Commission administers parole (chapters 947, 948, and 949, Florida Statutes), a discretionary prison release, which allows an inmate who has been granted parole to serve the remainder of his or her prison sentence outside of the confines of a correctional institution. Once released, the parolee is subject to strict conditions of supervision set by the Commission. The Commission monitors the parolee's progress through supervision reviews and conducts revocation hearings when an alleged violation of supervision is reported. If a parolee is found to have willfully and substantially violated a condition of his or her supervision, the Commission may return the parolee to prison.

The following offenses are parole eligible:

1. Any felony committed prior to October 1, 1983, or those who elected to be sentenced "outside the guidelines" for felonies committed prior to July 1, 1984;
2. All capital felonies committed prior to October 1, 1995, except:
  - a.) murder or felony murder committed after May 25, 1994;
  - b.) making, possessing, throwing, placing, or discharging a destructive device or attempt to do so which results in the death of another person after May 25, 1994;
  - c.) first degree murder of a law enforcement officer, correctional officer, state attorney, or assistant state attorney committed after January 1, 1990; and
  - d.) first degree murder of a justice or judge committed after October 1, 1990.
3. Any continuing criminal enterprise committed before January 1, 1994; and
4. Any attempted murder of a law enforcement officer committed between October 1, 1988, and October 1, 1995.

On June 30, 2024, there were 3,382 inmates who were eligible for parole and 346 parolees on parole supervision. In fiscal year 23–24, the Commission made 837 parole determinations and granted parole to 30 inmates.

## Conditional Medical Release

In 1992, the Legislature created the conditional medical release program (section 947.149, Florida Statutes), a discretionary prison release that allows the Commission to release inmates on supervision who are "terminally ill" or "permanently incapacitated," and who are not a danger to themselves or others. The Department is charged with the responsibility of recommending to the Commission cases to be considered for conditional medical release. Upon release, the releasee is subject to conditions of supervision set by the Commission. The Commission

monitors the releasee's progress through periodic medical reviews and conducts revocation proceedings when an alleged violation of supervision is reported. This supervision can be revoked, and the releasee returned to prison if the Commission determines that a willful and substantial violation has occurred. The Commission also has the authority to return the releasee to custody if his or her medical or physical condition improves. The Department has recommended 180 inmates for conditional medical release in the past three fiscal years. The Commission granted conditional medical release to 81, or 45%, of those recommended by the Department during those three fiscal years. In FY 23–24, the Commission granted conditional medical release to 27 of 58 inmates, or 46%, of those recommended by the Department for conditional medical release.

## Conditional Release

In 1988, the Legislature created the conditional release program (section 947.1405, Florida Statutes) and placed it under the administration of the Commission. This program is a non-discretionary release program and requires mandatory post prison supervision for inmates who are sentenced for certain violent crimes and who have served a prior felony commitment at a state or federal correctional institution, or who are sentenced as habitual offenders, violent habitual offenders, violent career criminals, or designated sexual predators.

Inmates who are subject to conditional release and have completed the incarceration portion of their sentence are supervised by the Department for the remainder of their sentence, which includes time equal to the amount of gain time earned while in prison. These releasees are subject to strict conditions of supervision set by the Commission. The Commission monitors their progress through supervision reviews and conducts revocation hearings when an alleged violation of supervision is reported. If a conditional releasee is found to have willfully and substantially violated a condition of supervision, the Commission may return the releasee to prison. On June 30, 2024, there were 2,597 releasees on conditional release supervision, and in FY 23–24, the Commission set terms and conditions for 5,066 releasees.

## Addiction Recovery Supervision

The Legislature created the addiction recovery supervision program (section 944.7431, Florida Statutes) in 2001 and placed it under the Commission's administration. This program is a non-discretionary release program that requires mandatory post prison supervision for inmates who are released from a state correctional facility for a crime committed on or after July 1, 2001, who have a history of substance abuse or addiction or have participated in any drug treatment, and who have not been convicted of a disqualifying offense. Inmates who are subject to addiction recovery supervision and have completed the incarceration portion of their sentence are supervised



by the Department for the remainder of their sentence, which includes time equal to the amount of gain time earned while in prison. Upon release, the releasee is subject to strict conditions of supervision set by the Commission. The Commission monitors the releasee’s progress and conducts revocation hearings when an alleged violation of supervision is reported. If the Commission finds the releasee willfully and substantially violated a condition of supervision, the Commission may return the releasee to prison. During FY 23–24, 607 inmates were released to addiction recovery supervision. As of June 30, 2024, there were 165 offenders on addiction recovery supervision.

### Control Release

The Florida Legislature created the control release authority (section 947.146, Florida Statutes) in 1989 with the members of the Commission acting as the release authority. When active, control release is utilized as a prison population management tool to keep the prison population at less than 99% of the total capacity. Currently, control release is not activated so the Commission is not reviewing the inmate population for discretionary release under this authority. Today, a small number of control releasees remain under supervision. The Commission monitors their progress through supervision reviews and conducts revocation hearings when an alleged violation of supervision is reported. If the Commission finds the releasee willfully and substantially violated a condition of his or her supervision, the Commission may return the releasee to prison.

### Clemency

The Governor and members of the Cabinet sit as the Board of Executive Clemency (Board) and set forth the Rules of Executive Clemency. The Commission operates as the administrative and investigative arm of the Board. Clemency is a constitutionally authorized process. The forms of clemency include full pardon; pardon without firearm authority; pardon for misdemeanor; commutation of sentence; remission of fines and forfeitures; specific authority to own, possess, or use firearms; restoration of civil rights; and capital case (death penalty) reviews.

In Florida, when a person is convicted of a felony, they lose the right to vote, serve on a jury, hold public office, and possess a firearm. Administered by the Commission for the board, the clemency process provides the means through which an individual may have some or all of their rights restored.

Individuals seeking any form of clemency must submit an application and the required court documents to the Office of Executive Clemency, which is housed within the Commission.

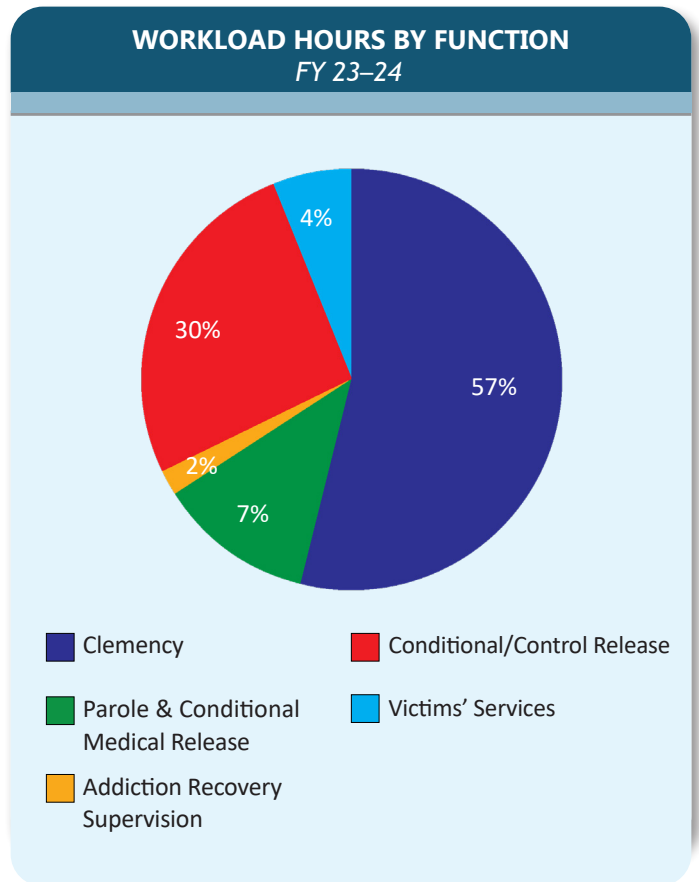
### Victims’ Services

Victims’ Services provides direct, personal service to crime victims and their families through the parole, conditional medical release, control release, conditional release, addiction recovery supervision, and clemency processes. Staff strive to

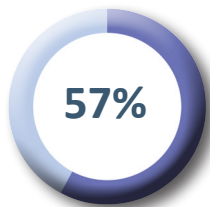
reduce victimization through education within an environment of compassion, dignity, and respect. Victims' Services is proactive in educating victims and informing them of their rights and attempts to locate victims to inform them of their right to be present, informed, and heard in parole, conditional medical release, control release, conditional release, addiction recovery supervision and clemency processes.

Victim input is important at every stage of Commission processes and is crucial to informed decision making including restitution, special conditions of supervision, and treatment programs. If a victim chooses not to participate in these processes, they may still request to be notified and informed of upcoming proceedings and the outcome of Commission or the Board hearings. Victims make the decision as to what extent they wish to participate in these processes.

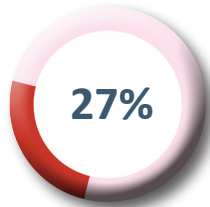
Staff offers assistance to victims and their families by responding to their emotional needs, providing the necessary support and resources available to help stabilize their lives after victimization, and providing information on the criminal justice system and its operations. Victims' Services is proactive in seeking ways to broaden the provision of services available to victims.



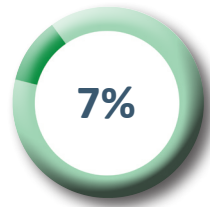
## WORKLOAD HOURS BY BUDGET ACTIVITY



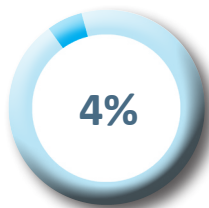
Clemency



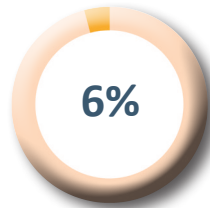
Revocations



Parole & Conditional Medical Release



Victims' Services



Conditional, Control Release, & Addiction Recovery Supervision

ACTIVITY HOURS	
Clemency	127,985
Revocations	59,977
Parole & Conditional Medical Release	14,127
Victims' Services	8,302
Conditional, Control Release & Addiction Recovery	12,866
<b>TOTAL FY 2023-24</b>	<b>223,257</b>

### Clemency Services

- 3,161 clemency applications were received in FY 23-24.
- 4,243 clemency cases were completed in FY 23-24.

### Conditional Medical Release (CMR)

- 58 inmates were referred for CMR in FY 23-24.
- 27 inmates were granted CMR in FY 23-24.

### Offender Revocations

- 4,400 revocation determinations were made in FY 23-24.
- 99.9% of revocation determinations were completed within 90 days of final hearing.
- 1,856 warrants (excluding amended warrants) were issued in FY 23-24.

### Victims' Services

- 11,609 assists to victims were provided in FY 23-24.

### Parole

- 837 parole determinations were made in FY 23-24.
- 3,382 inmates were serving parole eligible sentences on June 30, 2024
- 346 inmates were under parole supervision on June 30, 2024.
- 30 inmates were granted parole in FY 23-24.
- 26 inmates were released on parole in FY 23-24.

### Conditional Release

- 5,066 inmates were placed on conditional release supervision during FY 23-24.
- 2,597 inmates were under conditional release supervision on June 30, 2024.

### Addiction Recovery Supervision

- 607 inmates were placed on addiction recovery supervision during FY 23-24.
- 165 inmates were under addiction recovery supervision on June 30, 2024.

## FINANCIAL DISCLOSURE

BUDGET CATEGORY	APPROPRIATED BUDGET	ACTUAL EXPENDITURES AS OF JUNE 30, 2024	BALANCE AS OF JUNE 30, 2024
Salaries (GR)	\$11,947,312	\$11,085,590	\$861,722
OPS	\$677,152	\$579,128	\$98,024
Expense	\$1,054,519	\$1,014,669	\$39,850
OCO	\$16,771	\$330	\$16,441
Contracted Services	\$263,525	\$146,592	\$116,933
Risk/Insurance	\$48,355	\$48,355	\$0
Lease/Purchase Equipment	\$27,600	\$25,507	\$2,093
Human Resources	\$53,959	\$53,959	\$0
Data Processing - DC	\$712,714	\$712,714	\$0
<b>Total</b>	<b>\$14,801,907</b>	<b>\$13,666,844</b>	<b>\$1,135,063</b>

## PERFORMANCE MEASURES

**20**

Parolees successfully completed their supervision without revocation within the first three years.

**866**

Number of parole and conditional medical release determinations.\*\*

**4,400**

Number of revocation determinations.

**11,609**

Number of victim assists.

**4,243**

Number of clemency cases completed.

**7,685**

Number of conditional release/addiction recovery decisions\*\*

**100%** of parolees have successfully completed their supervision without revocation within the first three years of release.

**99.9%** of cases placed before the Commission/Clemency Board contained no factual errors.

**99.9%** of revocation cases were completed within 90 days of final hearing.

\*\* Number includes re-docketed cases.

# DIVISION OF OPERATIONS

*The Division of Operations is the largest unit of the Commission and is comprised of four sections: Revocations, Victims' Services, Office of the Commission Clerk, and Field Services. Eleven 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 supervision. Through Field Services staff, Operations conducts parole interviews, administrative hearings for alleged violations of supervision, and clemency investigations for the Board of Executive Clemency.*

## Operations Accomplishments: FY 23-24

The Commission held out-of-town hearings in Orange County in September 2023, Hillsborough County in December 2023, Pinellas County in March 2024, and Duval County in June 2024.

The Chairman and the Director of Field Services traveled to several field offices throughout the state to conduct on site visits.

In May 2024, Directors of Central Office and Field Office Operations, Office of Commission Clerk Supervisor, and Revocations Supervisor attended the Association of Paroling Authorities International Conference in Bellevue, Washington. Operations also reviewed Interagency Agreements to ensure agency staff would be able to maintain access with the Department of Highway Safety's DAVID and the Office of State Courts Judicial Inquiry System (JIS).

The Director of Central Office Operations and the Revocations Supervisor collaborated with the Florida Department of Corrections to provide training to newly promoted Community Corrections' High-Risk Officers on critical Commission procedures.

Furthermore, all staff completed Commission annual mandatory training including, the Americans with Disabilities Act (ADA), Code of Ethics, Sexual Harassment Awareness, Diversity Training, and Defensive Driving Training.

## Office of the Commission Clerk

The Office of the Commission Clerk (OCC) prepare and process thousands of cases each year for the Commission's review and action, including conditional release interviews, parole interviews, parole release plan investigations, addiction recovery supervision interviews, conditional medical release investigations and recommendations, supervision reviews, requests for modifications of the conditions of supervision, eligibility reviews, and special requests from the Department.

Operations and Revocations staff completed the following trainings: Train the Trainer with CMS, Diversity Training, Sexual Harassment Awareness, Code of Ethics, ADA, and Safety First.

## Office of the Commission Clerk Accomplishments: FY 23-24

During the fiscal year, the OCC continued to provide precise and timely work products while also responding to public inquiries regarding the parole and conditional medical release processes. OCC continued engagement in the quality assurance process put in place for processing conditional release and addiction recovery supervision cases.

The number of cases docketed in FY 23-24 included:\*

- Parole: 800
- Conditional medical release: 66
- Conditional release: 6,871
- Addiction recovery supervision: 814
- Control release: 0

*\* Individual cases may be docketed multiple times throughout the year; therefore docketed case totals may be higher than actual case totals.*

## Revocations

Revocations reviews all violation reports, prepares arrest warrants, updates the National Crime Information Center/Florida Crime Information Center (NCIC/FCIC) databases, responds to requests from law enforcement agencies, coordinates the extradition of violators, and performs functions relating to the docketing and processing of cases for Commission action involving review of supervision and violations of supervision.

## Revocations Accomplishments: FY 23-24

During this fiscal year, staff focused on providing an accurate and efficient work product to ensure public safety, which remains a paramount Commission goal. Special emphasis was placed on quality assurance checks as workflow was restructured and reevaluated. In working towards this goal, Revocations added an additional position to further assist with workflow issues. In addition, training is provided on a continual basis for Revocation staff on an individual and team level to improve skills and foster team building.

Revocations staff participated in assisting with the Offender Based Information Systems (OBIS) ITN Project with the Department for the new OBIS system creation. As a part of this project, current OBIS procedures were reviewed for updates

and streamlining. Revocations staff also participated in testing the new Performance Based Budgeting program and providing feedback for the developers to ensure the program was user friendly and correctly provided the data needed. Revocations Staff participated in assisting with the new Warrants Application project to developers to ensure the program was user friendly and correctly provided the data needed.

- Warrants issued: 1,975
- Cases reviewed and prepared for docket: 1,455\*

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

## **Victims' Services**

Victim assistance is a key tenet of the Commission's mission and Article I, Section 16(b) of Florida's Constitution, and sections 947.06 and 960.001, Florida Statutes, address the rights afforded under Florida law.

Victims' Services provides direct, personal assistance to crime victims and their families, ensuring their opportunity to participate in the parole, conditional medical release, control release, conditional release, addiction recovery supervision, and clemency processes.

## **Victims' Services Accomplishments: FY 23–24**

During this fiscal year, Victims' Services staff continuously focused on conducting case reviews to ensure victim searches have been conducted and all documents in the paper files were scanned and or uploaded into the appropriate database. Staff purged files of offenders who are deceased or have expired their sentences and those records have met applicable records retention schedules.

The Victims' Services staff continues to work to provide parole interview and rationale recommendations to victims, state attorneys, and law enforcement prior to the Commission hearing when the case will be voted.

The coordination of Commissioner briefings prior to the Commission hearings keep the Commissioners informed of any victims, state attorney, or law enforcement officers who will attend the Commission meetings, and any letters that will be read on behalf of the victims.

Victims' Services staff conduct file reviews as well as quality assurance on the victims files uploaded into various databases. from the state attorney offices on cases where we have no victim information.

The Auditor General performed an audit of Victim's Services policies and procedures.

- Requests for information by victims: 1,870\*
- Status updates provided to victims: 1,887\*

- Victims located: 1,077\*

*\*Includes parole, conditional medical release, clemency, and conditional release cases.*

## **Field Services**

Field Services is responsible for performing a variety of functions, including conducting violation hearings for offenders alleged to have parole, conditional release, addiction recovery, conditional medical release, or control release violators.

Regarding the parole process, Commission Investigators conduct inmate interviews at the correctional institutions, perform investigations, and make recommendations regarding the establishment of a presumptive parole release date (PPRD) and once established, modifications to an inmate's PPRD. Commission Investigate proposed parole and conditional medical release plans.

Commission Investigators conduct confidential clemency investigations for the Board of Executive Clemency for applicants seeking a grant of executive clemency.

## **Field Services Statewide Activity Totals: FY 23–24**

- Parole interviews: 535
- Revocation interviews: 2,208
- Revocation hearings: 424
- Total interviews and hearings: 3,167

## **Field Services Accomplishments: FY 23–24**

During this fiscal year, Field Services continued to provide an accurate, detailed, and efficient work product. Field Services works closely with Central Office staff to ensure the Commission has the necessary information needed to make informed decisions.

Field Services staff completed all mandatory trainings. Field Services administrators and supervisors attended clemency and revocation training and new supervisors attended a management and leadership skills training.

## DIVISION OF ADMINISTRATION

*The Division of Administration serves as a liaison to the Governor's Office of Planning and Budgeting, the Office of Program Policy Analysis and Government Accountability, the Auditor General, the Florida Legislature, the Department of Financial Services (DFS), the Department of Management Services (DMS), and the Department of Corrections' (FDC) Information Technology section. The Division provides administrative support to the Commission's Central Office and 11 field offices.*

*Administration includes Human Resources, Finance and Accounting, Purchasing, Safety, Grants, Contracts, Inventory, Emergency Management, and General Services. This Division has fiscal responsibility for the agency, including preparation of the agency's Legislative Budget Request, management of the Commission's operating budget, the Long Range Program Plan, and purchasing of all commodities and services for the agency. Additionally, the division is responsible for preparing data, statistics, and financial information.*

### Administration Accomplishments: FY 23–24

The Division of Administration submitted 440 requisitions, approved 396 purchase requests, made 65 business deliveries, submitted 76 work orders, completed 357 human resources actions in People First, submitted 203 security access requests, processed 532 travel requests. The Department of Financial Services reported that Administration achieved 99% compliance.

Administration assisted with drafting and submitting the Legislative Budget Request, Capital Improvement Plan, legislative proposals, and bill analyses. Administration also provided language and budget numbers for the Annual Report.

The division completed the Attractive Property Inventory audit, P-card 6-month audit, tangible property audit, wireless device audit, master key control audit, gold shield, and badge audit, leave audit, postage audits, phone audits, Sunpass audits, and the Capitol badge audit.

Administration coordinated and managed the IT PBB System database project; completed the PBB User Manual, BSR documents, BSAR documents, Charter documents, PMP documents, and Transition documents. Participated in PALM meetings and monthly reports, Governance meetings and Demands, participated in the CIMS project negotiations, leadership meetings, Business Requirements Document

review, change management, information gathering meetings, and presented to vendors.

The division submitted Schedule of Expenditures Federal Awards Reconciliation, Revenue Cap for Fiscal Year End report, Building data and State Facilities Operating Cost Report, CEFP Report, property values worksheet, Delinquent Account Report, Crime Insurance Report, Recycling project, Schedule IV Agency Level Unit Cost Summary, property insurance survey, Budget Amendments, Consideration of Fraud in Financial Reporting Certification, Lapse and Fund Split Response, FL Palm Communication Logs, Form 1099 Representation Checklist, Agency Lease Inventory Overview Spreadsheet, Agency Representation Letters, Casualty Account Design Survey, Exposure Base Inquiry Survey, FL Single Audit Act (CSFA Certification), Form FM 4106 Agency's Authorized Signature Authority, Statewide Financial Reporting Forms P1, P2, P3, P4, P5, & P7, Reporting Requirements Review, Agency Owned & Leased Portfolio, Management Plan, GASB 87 Operating Leases, UMC Report on Users, Payroll compliance checklist to the Chief Financial Officer, Perquisite report, Veterans' recruitment report, Affirmative Action report, Savings Sharing Program Report, Training report, TRIRIGA user roles report, Business meeting report, Workers comp survey, Leave liability report, COOP plan, safety inspections, Annual workers comp survey and IT security letter.

## OFFICE OF THE 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.*

### General Counsel Accomplishments: FY 23–24

The Office of the General Counsel was actively involved in litigation during FY 2023–24 in both state and federal court, opening 167 new cases of all types.

Office of the General Counsel staff filed 200 court pleadings, including motions, responses, and briefs, in response to challenges made against the Commission's authority and

Commission decisions. The Commission received 155 positive orders from state and federal courts.

The Public Records Unit, housed in the Office of the General Counsel, responded to 729 public records requests. Additionally, the Office of the General Counsel provided hundreds of legal opinions to the Commissioners, Central Office staff, and staff within the regional offices.

*The Office of External Affairs is charged with directing and overseeing the Commission's legislative program as the Commission's chief legislative advocate. This office interacts with all members and staff of the Florida Legislature; the Office of Program Policy Analysis and Government Accountability, the appropriate Joint Legislative Committees; the Governor's Office of Policy and Budget; the Governor's Office of Legislative Affairs; and the legislative affairs directors of all state agencies, particularly those in the areas of law enforcement and criminal justice.*

*This office is charged with overseeing the Commission's internal and external communications and public information programs, with the director acting as the agency's chief spokesperson. This office responds to daily inquiries from local, state, and national media organizations, as well as to public information and public records requests. It is also responsible for the production of all publications and informational materials disseminated to legislators, media, and key stakeholders.*

## Office of External Affairs

The Office of External Affairs provided information regarding the Commission and the Office of Executive Clemency functions to the Governor's Office of Policy and Budget, members of the Florida Senate, House of Representatives, and legislative committee staff members.

The Office of External Affairs provided public relations and communication services to the Commission through media relations; the creation, dissemination, and management of agency reports and written materials; and through the design and review of Commission documents.

The Office of External Affairs designed and produced Commission publications and reports, including the Long Range Program Plan (LRPP), the annual report, monthly reports, and quarterly staff newsletters. The Director of External Affairs acted as the final editor for all publications released by the commission.

The Office of External Affairs staff managed media relations and responded to inquiries related to Board of Executive Clemency meetings and weekly Commission meetings and distributed press releases related to Commission activities and responded to daily inquiries and public records requests from local, state, and national media.

The Office of External Affairs participated in mandatory online training, including Diversity Training, Sexual Harassment Awareness, Code of Ethics, and Americans with Disabilities Act, and attended regular meetings related to Commission business and senior management planning.

The Office of External Affairs also prepared presentations and speaking points for internal and external events, including the Legislative Budget Request Presentation, as well as composing the welcome letter for the Florida Council on Crime and Delinquency. This office also attended out of town Commission hearings.

The Office of External Affairs maintained the Commission's external and internal websites, including regular updates, ongoing audits, and graphic and content edits.

## Office of External Affairs Accomplishments: FY 23–24

The Commission maintained its base funding, and the total Commission budget appropriated by the legislature for FY 2023–2024 is \$14,801,907.

In addition to maintaining the Commission's base funding, the Legislature and Governor also approved the following:

- The Commission was appropriated \$118,941 for litigation funding to assist with the payment of litigation expenses payable to the Department of Legal Affairs or private counsel, as appropriate.
- The Commission was appropriated \$428,800 for information technology service needs.
- The Commission was appropriated \$61,290 to pay for an armed security guard at Commission Headquarters.
- The Commission was approved to transfer \$216,967 from Other Personal Services to Salary & Benefits to convert 4 OPS positions to full time equivalent positions to increase staff retention.
- Funds were provided to increase each eligible employee's June 30, 2024, base rate of pay by 3.0% to address elevated inflation and provide a competitive pay adjustment.
- Changes to the Florida Retirement System authorizes certain retirees to be reemployed after terminating employment; prohibits such retirees from receiving both a salary from the employer and retirement benefits for a specified period after his or her retirement; revises employer contribution rates to the Florida Retirement System, etc.

The Office of External Affairs supported Commission staff as needed by creating, proofing, editing, and updating materials, including but not limited to, reports and materials for the Office of Executive Clemency, Clemency Investigations, and the Division of Administration.

*The Office of Executive Clemency (OEC) reports directly to the Governor and Cabinet who sit as the Board of Executive Clemency in the performance of their duties and responsibilities. This office is located within the Commission for ease of operation and coordination of functions. OEC was created in 1975 to process applications for executive clemency requiring approval of the Governor and requisite members of the Cabinet. The coordinator is appointed by the Governor and Cabinet Members and is responsible for coordinating all clemency meetings, implementing the clemency process, referring clemency applications for investigation, presenting applicants' clemency requests and subsequent investigations to the Board, and serves as the official custodian of all clemency records.*

## Office of Executive Clemency Accomplishments: FY 23–24

The Board of Executive Clemency (Board) revised the Rules of Executive Clemency in 2021. Rule revisions provide an avenue for felons who have completed all terms of sentence under the Voting Restoration Amendment to apply for restoration of their full civil rights without a hearing. Waiting periods before applying for restoration of civil rights were omitted. The streamlining of cases presented to the Board was established through the implementation of a preliminary review list process. The Office of Executive Clemency (OEC) worked closely with the Office of the Governor, the Board, and the Director of Clemency Investigations to evaluate and assess the outcomes of said revisions. Internal clemency processes were continually revised and adjusted to improve workflow, responses were developed to meet the needs and strategic goals of the Board, and attention was focused on arising issues.

OEC created resource materials and conducted staff training pertaining to workflow processes involved in the many steps required for processing clemency applications, presenting cases to the Commission and the Board, and notification to applicants of eligibility and the final decision of the Governor or the Board. OEC continually supported the needs of the Board, conducted research, and provided assistance, and other information to the clemency aides upon specific requests.

OEC processed applications for restoration of civil rights (RCR), full pardons, pardons without firearm authority; pardons for misdemeanors; specific authority to own, possess or use firearms; remission of fines and forfeitures; and requests for review regarding commutation of sentence. Staff captured and documented in the clemency database the movement of cases, determinations, and actions by the Governor or Board. Preliminary review lists were submitted to the Board. When requested additional cases were presented to the Governor and the Board. In FY 23–24, OEC received a total of 3,161 applications for all forms of clemency. A total of 4,243 cases were completed.

OEC received, tracked, and responded to correspondence and calls received in the Governor's Office of Citizen Services regarding the clemency process, and daily to emails received to the clemency web email address. OEC provided specific research, assistance, and historical information to the clemency aides as well as internal and external requestors upon request. Requests for clemency records received from the Legislature,

media outlets, attorneys, citizens, clemency applicants and other interested parties were researched and processed through OEC with the authorization from the Executive Office of the Governor, as required by statute and Rule, prior to release.

OEC staff responded to applicant inquiries and provided applicants assistance with clemency related issues. OEC's toll-free information number received 17,607 calls in FY 23–24. The total number does not include calls made directly to OEC's local (850) 488-2952 number.

OEC provided verification and documentation for the various forms of clemency requested by law enforcement agencies, state attorneys, public defenders, licensing agencies, and supervisors of elections. During FY 23–24, office staff prepared 4,792 official "Gold Seal" letters for inquiring criminal justice agencies.

The Board held a meeting on March 27, 2024. OEC is responsible for coordinating the meetings at the Capitol and providing support to the Board. OEC notified applicants of the meeting date and time and tracked the anticipated attendance of all applicants placed on the agenda, prepared the clemency agenda for dissemination to appropriate parties, and kept the clemency aides advised throughout the process. OEC notified the applicants of the Board's final decision.

For all forms of clemency granted at the meeting, OEC prepared executive orders for signature by the Clemency Board and filed the orders with the Secretary of State. A copy of the executive orders was provided to applicants.

OEC participated in meetings with Department of Corrections IT members and Commission staff to develop and implement improved features and functionality to the clemency database, including user roles, forms and letters, reporting capabilities, user testing, and other issues.



# OFFICE OF CLEMENCY INVESTIGATIONS

*The Office of Clemency Investigations is charged with investigating, reviewing, evaluating, and reporting to the Board of Executive Clemency in all types of clemency cases including, but not limited to, the restoration of civil rights, full pardons, firearm authority, commutation of sentence, remission of fines, and capital punishment cases. Clemency Investigations provides training, resource materials, and support to Field Services staff in all clemency matters.*

## General Clemency Investigations

Clemency Investigations provides daily investigative and research support to the Board. Both Clemency Investigations and Field Services staff conducts confidential investigations on all cases referred to the Commission for investigation. Clemency Investigations conducts quality assurance reviews on each of these investigations, and all eligible cases are presented to the Board.

Clemency Investigations conducts investigations on all Requests for Review for Commutation of Sentence cases referred for investigation and on some Restoration of Civil Rights cases, provides customer service to clemency applicants, and conducts clemency data research and analysis responsive to internal and external requests.

The type of clemency investigation primarily depends on the form of clemency being sought. The Rules of Executive Clemency (Rules) provide detailed information regarding eligibility criteria. The depth and scope of each investigation vary by type, and some types have different waiting periods after the completion of a sentence. The Commission conducts comprehensive, confidential investigations for applicants, utilizing records and databases of county, state and federal courts, and multiple criminal justice agencies. These detailed investigations provide a broad picture of the applicant's criminal and social history and activities, including but not limited to, payment of court-ordered legal financial obligations, and history of domestic violence and substance abuse, which assist the Board in making informed decisions. Victim, state attorney, and judicial input are obtained. The referral, assignment, and approval of all cases are generated and managed through the clemency database.

## Capital Punishment Case Investigations

In capital punishment cases, by Rule, the Governor may direct the Commission to conduct an in-depth investigation. Clemency Investigations is responsible for coordinating the scheduling of an inmate's in-person clemency interview held at the prison where the inmate is housed. Investigators research and conduct a thorough and detailed investigation into all factors relevant to the issue of clemency. Clemency Investigations is the point of contact for clemency counsel, acts as a liaison between counsel and the Florida Department of Corrections, and is the contract manager for all capital clemency cases.

Clemency Investigations coordinates with Field Services staff to conduct an investigation on the inmate and conduct interviews, if possible, with the trial attorneys who prosecuted

and defended the inmate, the presiding judge, and the inmate's family. In addition, the office coordinates with the Office of Attorney General to allow victims of record to provide any comments to be included with the final report to the Board. Clemency Investigations compiles this information together with the Commission's findings and conclusions and provides it to the Board to assist in the consideration of a commutation of a death sentence to a sentence of life imprisonment.

## Office of Clemency Investigations Accomplishments: FY 23–24

The Office of Clemency Investigations conducted quality assurance investigations on all cases presented at the Board Meetings and on all cases placed on preliminary review lists; researched, investigated, and prepared Requests for Review for Commutation of Sentence reports submitted to the Commissioners for advisory recommendations and then to the Board for decisions; reinstated applications after verification of satisfaction of court-ordered financial obligations and other eligibility requirements; developed and provided two days of in-person training for regional administrators and supervisors on procedures and efficiencies for conducting clemency investigations; provided bi-monthly teleconference training to field offices; revised one training manual; provided ad hoc investigation, research, assistance and other information to the clemency aides upon specific requests; scanned historical clemency records; and provided clemency data research and analysis for agency reports, public records requests, and various ad hoc reports.

Clemency Investigations worked closely with Field Services staff, the Office of Executive Clemency, and the Department of Corrections' Office of Information Technology to develop and implement improved features and functionality to the clemency database, including user roles and access, forms and form letters, reporting capabilities, data integrity, audit trails, and testing. Staff also participated in on-going work groups and weekly meetings to assist in the development and implementation of the Commission's performance based budgeting data system which went into production.

Clemency Investigations' Record Management Liaison Officer maintained oversight of the internal records database for the Office of Executive Clemency and Clemency Investigations ensuring accurate maintenance, storage, and disposal of hard file and electronic records.

# CONTACT INFORMATION

## General Information

Florida Commission on Offender Review  
4070 Esplanade Way  
Tallahassee, FL 32399-2450  
[www.fcor.state.fl.us](http://www.fcor.state.fl.us)

For general inquiries about the Commission:  
[publicaffairs@fcor.state.fl.us](mailto:publicaffairs@fcor.state.fl.us) (850) 922-0000

## Clemency

For information regarding clemency applications for restoration of civil rights; full pardons; remission of fines; commutation of sentence; and specific authority to own, possess, or use firearms, call toll-free (800) 435-8286, or visit [www.fcor.state.fl.us](http://www.fcor.state.fl.us).

## Victims' Services

For victim notification of inmate hearings and release information, contact Victims' Services toll-free (855) 850-8196 or email [victimquestions@fcor.state.fl.us](mailto:victimquestions@fcor.state.fl.us).

## Inmate Supporters

For information regarding an inmate's parole, conditional medical release, control release, conditional release, or addiction recovery supervision or for information about attending a Commission meeting, call toll-free (800) 335-3396. To submit a statement of support, email [inmatessupporter@fcor.state.fl.us](mailto:inmatessupporter@fcor.state.fl.us).

## Revocations

For information regarding violations of supervision, warrants, or other revocation matters, call (850) 488-0611 or email [revocations@fcor.state.fl.us](mailto:revocations@fcor.state.fl.us).

## External Affairs

All press and legislative inquiries should be directed to the Office of External Affairs at (850) 921-2816 or [publicaffairs@fcor.state.fl.us](mailto:publicaffairs@fcor.state.fl.us).

## Commissioners

David A. Wyant ..... (850) 487-1980  
Chairman  
S. Michelle Whitworth ..... (850) 487-1978  
Vice Chairman  
Richard D. Davison ..... (850) 488-0476  
Commissioner

## Division of Administration

Ryan Schenck ..... (850) 488-3415  
Director  
Katie Williams ..... (850) 488-3417  
Human Resources Administrator  
Karen Carter ..... (850) 921-2815  
Accounting and Budgeting Administrator

## Division of Operations

Ian Berry ..... (850) 488-1293  
Director of Central Office Operations  
Megan Higgins ..... (850) 922-6137  
Director of Field Operations  
Monica Maddox ..... (850) 488-0611  
Revocations Supervisor  
Vacant ..... (850) 487-3259  
Victims' Services Supervisor  
Jenna Locatelli ..... (850) 488-1293  
Office of the Commission Clerk Supervisor

## Office of Clemency Investigations

Stephen Hebert ..... (850) 487-1175  
Director

## Office of Executive Clemency

Vacant ..... (850) 488-2880  
Coordinator

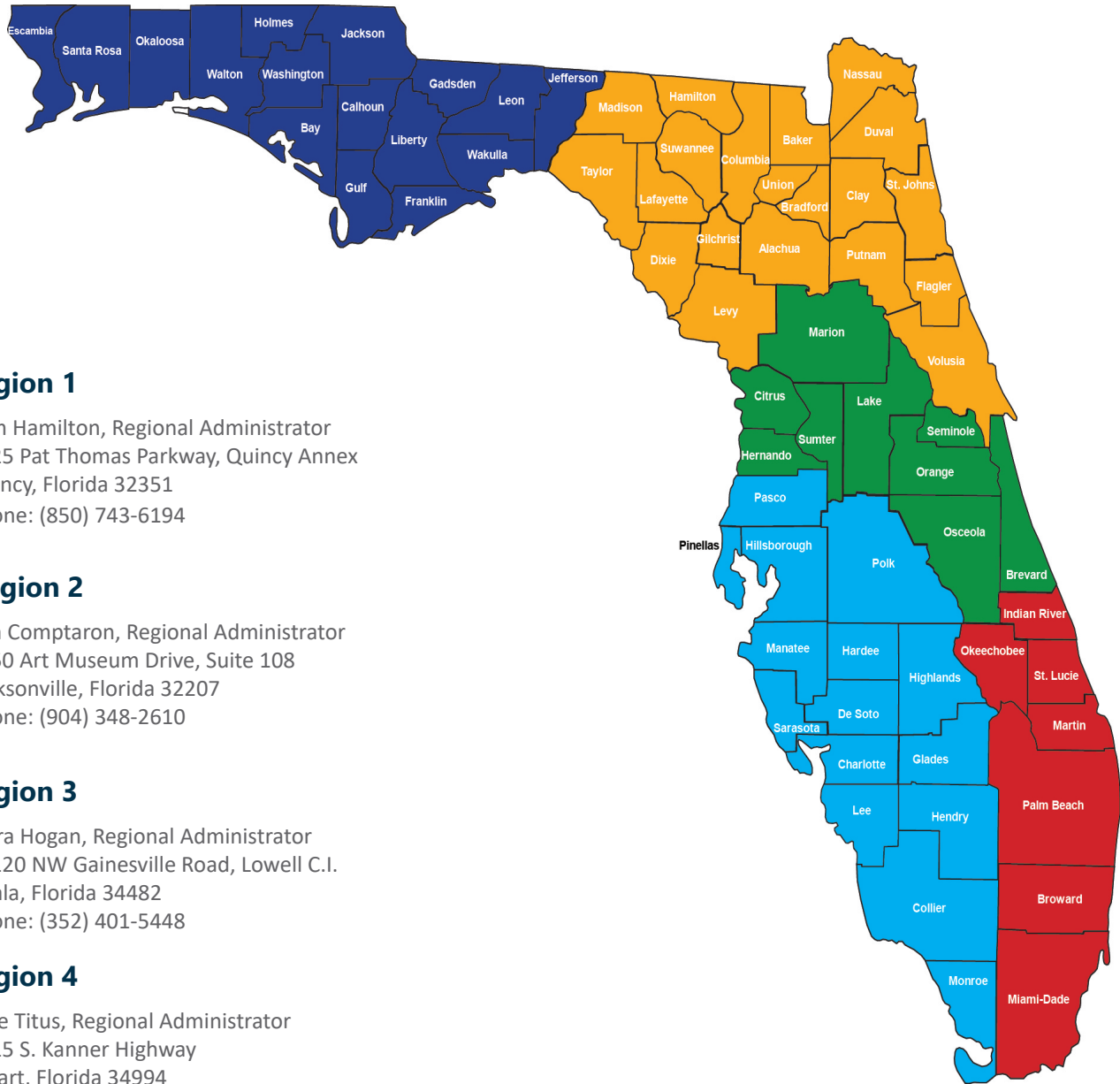
## Office of the General Counsel

Rana Wallace ..... (850) 488-4460  
General Counsel

## Office of External Affairs

Chris Taylor ..... (850) 921-2804  
Director  
Desiree Carver ..... (850) 921-2816  
Deputy Director of Communications

# FIELD SERVICES DIRECTORY



## ▶ Region 1

Tom Hamilton, Regional Administrator  
2225 Pat Thomas Parkway, Quincy Annex  
Quincy, Florida 32351  
Phone: (850) 743-6194

## ▶ Region 2

Tim Comptaron, Regional Administrator  
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Jacksonville, Florida 32207  
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## ▶ Region 3

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Phone: (352) 401-5448

## ▶ Region 4

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## ▶ Region 5

Bernisha Akins, Regional Administrator  
1313 North Tampa Street, Suite 310  
Tampa, Florida 33602  
Phone: (813) 233-2530

## Field Services

Field Services staff are responsible for carrying out the Commission's duties at a regional level, including conducting administrative hearings for alleged violations of supervision, performing clemency investigations for the Board of Executive Clemency, conducting inmate interviews at correctional institutions and making appropriate parole recommendations, conducting investigations for parole release plans, and locating victims or the relatives of victims.



## **FLORIDA COMMISSION ON OFFENDER REVIEW**

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