



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – December 2020*

## Chairman's Message

*Melinda N. Coonrod*

In the month of December, the Florida Commission on Offender Review (FCOR) was successful in meeting our goals and achieving our mission across all divisions. We continue to work remote when possible and to hold Commission meetings telephonically; however, we are moving towards returning to in-person operations in early 2021.

Some of the highlights of our accomplishments for December 2020 include a successful clemency hearing, the completion of numerous annual and end-of-year reports and audits, and preparation for the upcoming legislative session.

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](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: December 2020

#### Office of the Commission Clerk

---

Cases Docketed: 607

- Parole Interviews, Reviews (88), Granted (0), Terminated (3), Denied (0), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (3), Denied (2)
- Conditional Release cases scheduled for Docket (456)
- Addiction Recovery cases scheduled for Docket (55)

#### Revocations

---

Revocations: 446

- Warrants Issued (120)
- Revocations Scheduled for Docket (110)
- Final Hearing Results Received, ROR granted, denied (106)
- Revoked or Reinstated, including ROR, NTA (110)

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

#### Victims' Services

---

Victims' Services: 930

- Victims requests for information on parole, conditional release, and conditional medical cases (185)
- Victims Located (37)
- Status updates to victims on parole, conditional medical, and clemency cases (678)
- Assisted victims who attended parole or clemency hearings (30)

#### Field Services

---

Field Services: 256

- Parole Interviews (59)
- Revocation Interviews (160)
- Revocation Hearings (37)

## 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: December 2020

- Submitted 30 requisitions, 9 security requests, 25 purchase requests, 2 work orders, 9 deliveries, logged in 15 accounting vouchers, and processed 38 invoices.
- Presented the budget analysis.
- Achieved 100% prompt payment compliance.
- Provided agency staff safety/wellness information.
- Attended FL Palm meetings, Administration team meeting, OPB meetings, MAC database meetings, Pcard Administrator's Meeting, Recruitment and Selection meeting, Dependent Eligibility Verification Review Process, Performance Management meeting, Attendance & Leave meeting, Equal Employment/Affirmative Action meeting, Human Resource Officers' Meeting, Classification & Org Structure meeting, Employee Relations Meeting, and CJIS meeting.
- Completed Capitol badge audit.
- Completed Dependent Eligibility Verification audit.
- Completed VOCA Audit Certification.
- Coordinated with DMS parking services on changes made to FCOR Capitol parking.
- Renewed state vehicle registration.
- Coordinate DC response to Senate LBR IT request.
- Participated in conference calls, meetings, and e-mails related to COVID-19. Assisted with information to provide to staff on COVID-19. Coordinated IT related support for telework, reported daily on administrative hours and expenses due, responded to issues, and tracked expenses and hours. Reported to EOC expenses daily and reported COVID-19 to Governor's office weekly. Kept Telework request and log daily. Processed Families First Coronavirus Response Act leave request, reviewed and approved Telework, submitted Smart Sheets to OPB for COVID-19, and Worked on hours and costs for the FCOR COVID-19 Story.
- Responded to audit requests for the Auditor General.
- Completed CJIS agreement.
- Provided information for and reviewed Annual Report.
- Completed IT Security letter.
- Reviewed and provided feedback on MAC timeline and Requirements.

## 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: December 2020**

During the month of December, the Office of the General Counsel generated thirty-nine (39) court filings, including briefs, responses, proposed orders, notices, motions, and the like. The Office of the General Counsel responded, through completion, to twenty (20) public record requests.

During the month of December, the Commission received nine (9) positive orders, from state circuit court and state appellate 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.

### **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: December 2020**

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions and questions related to COVID-19.
- Drafted the legislative update section of the FCOR newsletter.
- Managed the Citizen Services inbox correspondence and weekly reports.
- Assembled the PowerPoint presentation for the Commission's legislative budget request.
- Scheduled meetings with legislators for the first interim committee week.

### **Office of Communications**

*The Office of Communications is charged with overseeing the agency's communications and public information program.*

## **Accomplishments: December 2020**

- 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.
- Published the 2020 Annual Report.
- Published the fourth quarter FCOR newsletter.
- Submitted 2020 Commission publications to the state archive.
- Assisted with an update to the FCOR COVID-19 Agency Response report.

### **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: December 2020

- 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.
- 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 requests and legislative inquiries.
- FCOR has received legislative funding 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 define the scope of this project. This project is running at a fast pace due to the requirement to complete the project by the conclusion of the fiscal year.
- OEC coordinated and conducted the Executive Clemency Board Meeting on December 16, 2020, at the Capitol. Extra staff were on hand to ensure social distancing guidelines were followed during the meeting. Following the meeting, this office worked closely with the Board on actions taken and in preparing the executive orders for those granted clemency. The Clemency Meeting dates have been finalized for 2021 and were posted on FCOR's web page.

## Webpage Statistics

- <https://FCOR.state.fl.us> has received 79,721,082 inquiries with 5,555,889 searches for Restoration of Civil Rights (RCR) grants.
- 1,115,669 names were located, and 115,582 certificates have been printed.
- Currently, 378,195 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 or [www.FLrestoremyrights.com](http://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, restoration of alien status under Florida law, full pardons, firearm authority, commutations of sentence, remission of fines, and capital punishment cases.*

## Accomplishments: December 2020

- On December 16, 2020, the Governor and Cabinet, sitting collectively as the Clemency Board, held its second quarterly Clemency Board Meeting of 2020. The Commission completed and submitted 83 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, provided detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- Prepared investigations for upcoming Clemency Board Meetings and conducted quality assurance reviews of With investigations completed by field offices.

## Monthly Accomplishments Report

- Participated in group meetings with Department of Corrections IT members and Commission staff on the clemency database upgrade.
- Assisted in the development of clemency information for the agency's annual report.
- Completed agency's annual records management compliance statement and various record disposition forms.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Conducted eligibility reviews on applications referred for investigation from the Office of Executive Clemency.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Provided customer service to clemency applicants.



From left to right: Attorney General Ashley Moody, Governor Ron DeSantis, Commissioner Richard Davison, Chairman Melinda Coonrod, Commissioner David Wyant, CFO Jimmy Patronis, Commissioner of Agriculture Nikki Fried.