



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – February 2020*

## Chairman's Message

*Melinda N. Coonrod*

In the month of February, The Florida Commission on Offender Review (FCOR) was successful in meeting our goals and achieving our mission across all divisions.

In celebration of Black History Month, the Commission's central office hosted a luncheon on February 27 with speaker Tammie Wilson-Hinson. Her presentation illuminated marginalized black leaders in our community. During the luncheon, attendees learned about the many vital contributions made by African Americans and participated in culturally significant songs and traditions.

The Commission also had these, among other, notable accomplishments: 607 cases docketed, 157 warrants issued, audited agency driver's licenses and insurance cards, scheduled fire drill evacuation, reviewed updated FCOR evacuation checklists, updated list of procedures assigned to administration for review, generated 53 court filings, conducted ongoing legislative constituent relations regarding various Commission functions, responded to questions from legislators regarding various Commission functions, tracked legislation relevant to the Commission, completed ongoing updates to the Commission website, created and printed the updated Rules of Executive Clemency pamphlet, continued to identify changes for processing applications subsequent to the rule adoption by the Executive Clemency Board on January 21, 2020, worked closely with the Office of Clemency Investigations on work flow efficiencies and staff assignments, prepared investigations for the upcoming quarterly Clemency Board Meeting and conducted quality assurance reviews of With investigations completed by field offices, hired one new OPS Commission Investigator, and conducted training with several recently hired investigators.

Detailed information about our accomplishments under each division are found on the following pages. If you have any 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: February 2020

#### Office of the Commission Clerk

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Cases Docketed: 607

- Parole Interviews, Reviews (98), Granted (3), Terminated (2), Denied (0), Released to Guidelines (1), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (1), Denied (4), Docketed (5)
- Conditional Release cases scheduled for Docket (416)
- Addiction Recovery cases scheduled for Docket (82)

#### Revocations

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Revocations: 452

- Warrants Issued (157)
- Revocations Scheduled for Docket (96)
- Final Hearing Results Received, ROR granted, denied (104)
- Revoked or Reinstated, including ROR, NTA (95)

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

#### Victims' Services

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Victims' Services: 1,421

- Victims requests for information on parole, conditional release, and conditional medical cases (275)
- Victims Located (50)
- Status updates to victims on parole, conditional medical, and clemency cases (1,066)
- Assisted victims who attended parole or clemency hearings (30)

#### Field Services

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Field Services: 297

- Parole Interviews (80)
- Revocation Interviews (178)
- Revocation Hearings (39)

## 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: February 2020

- Submitted 30 requisitions, 24 security requests, 21 purchase requests, 7 work orders, 10 deliveries, 8 new hires, and 121 invoices.
- Presented the budget analysis.
- Achieved 100% prompt payment compliance.
- Submitted recycling report.
- Provided agency staff safety and wellness information.
- Logged in 119 accounting vouchers.
- Attended Human Resource and Florida Palm meetings.
- Reviewed administration procedure directives.
- Attended administration staff meeting.
- Completed capital case attorneys and contracts.
- Submitted VOCA grant application.
- Attended agency P-card administrator's meeting.
- Completed training survey.
- Completed training for agency managed projects (AMP's) form to DMS.
- Audited driver's license and insurance cards on file.
- Scheduled fire drill evacuation review and updated FCOR evacuation checklists.
- Updated list of procedures assigned to administration for review.
- Opened SunPass commercial account.
- Updated FIMS information on state vehicles.

## 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: February 2020

During the month of February, the Office of the General Counsel generated fifty-three (53) court filings, including briefs, motions, orders, and notices. The Office of the General Counsel responded, through completion, to forty-six (46) public records requests.

## 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: February 2020

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.

- Tracked legislation relevant to the Commission.
- Attended criminal justice and appropriations committee meetings of the legislature.
- Met with legislators and legislative staff to discuss Commission priorities.
- Met with legislative committee staff to discuss an amendment to the Commission legislative budget request.
- Met with legislators to discuss a \$250,000 discrepancy between the House and Senate budget proposals.
- The Commission's public records bills, SB872, passed its second committee of reference.

## Office of Communications

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

### **Accomplishments: February 2020**

- Provided ongoing media relations.
- Composed internal messages to staff.
- Reviewed 947 orders for grammar and style.
- Composed correspondence on behalf of the agency to external audiences.
- Assisted with event planning.
- Collaborated with General Counsel to update the Public Records procedure.
- Completed ongoing updates to the Commission website.
- Created and printed the updated Rules of Executive Clemency pamphlet.

## 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: February 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 receives and processes clemency applications and notifies the applicants of their eligibility for the different forms of clemency. Correspondence is provided to the applicants explaining the next steps in the process and advising of any additional information that is needed to move their application forward. OEC informs applicants of the final clemency decision.
- 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 and legislative inquiries.
- OEC continued to identify changes for processing applications subsequent the rule adoption by the Executive Clemency Board on January 21, 2020.
- OEC worked closely with the Office of Clemency Investigations on work flow efficiencies and staff assignments.

## Webpage Statistics

- <https://FCOR.state.fl.us> has received 70,138,028 inquiries with 5,488,754 searches for Restoration of Civil Rights (RCR) grants.
- 1,101,975 names were located and 112,008 certificates have been printed.
- Currently, **378,188** 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: February 2020

- Prepared investigations for the upcoming quarterly Clemency Board Meeting and conducted quality assurance reviews of With investigations completed by field offices.
- Hired one new OPS Commission Investigator, and conducted training with several recently hired investigators.
- Updated two clemency procedure directives.
- 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.
- 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.