



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – February 2021

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. We continue to work remote when possible and to hold Commission meetings telephonically as we monitor COVID-19 developments with a goal of returning to in-person operations as soon as it's safe to do so.

Some of our accomplishments for February 2021 include the drafting of bill analyses for bills with the potential to impact the Commission, meeting with legislators to discuss Commissioner Davison's reappointment and the Commission's legislative budget request, and preparation for the March 10, 2021, meeting of the Board of Executive Clemency.

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: February 2021

Office of the Commission Clerk

Cases Docketed: 704

- Parole Interviews, Reviews (93), Granted (3), Terminated (1), Denied (0), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (6), Denied (1)
- Conditional Release cases scheduled for Docket (558)
- Addiction Recovery cases scheduled for Docket (42)

Revocations

Revocations: 452

- Warrants Issued (144)
- Revocations Scheduled for Docket (105)
- Final Hearing Results Received, ROR granted, denied (102)
- Revoked or Reinstated, including ROR, NTA (101)

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

Victims' Services

Victims' Services: 1,219

- Victims requests for information on parole, conditional release, and conditional medical cases (224)
- Victims Located (20)
- Status updates to victims on parole, conditional medical, and clemency cases (942)
- Assisted victims who attended parole or clemency hearings (33)

Field Services

Field Services: 228

- Parole Interviews (46)
- Revocation Interviews (151)
- Revocation Hearings (31)

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 2021

- Submitted 15 requisitions, 14 security requests, 11 purchase requests, 4 work orders, 7 deliveries, 129 accounting vouchers, 26 HR actions, and 51 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, IT meetings, COOP plan meetings, budget meetings, leadership meetings, HR meetings, VOCA Application meeting, FL CARES meeting, AFSCME-CB negotiations meeting, and Interagency Advisory Council meeting.
- Attended Microsoft Word Track Changes Training,
- Completed bill analysis.
- Amended LBR submission.
- Participated in conference calls, meetings, and e-mails related to the 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. Kept telework request and log daily, reviewed and approved telework, and submitted Smart Sheets to OPB for COVID-19. Worked on hours and costs and documents for the FCOR COVID-19 Story. Cleaned offices.
- Provided COOP plan to all FCOR staff.
- Submitted recycling report.
- Procured plates for central office plaque.
- Identified drive-away kits checklist for all sections of FCOR.
- Submitted property values to DFS.
- Reviewed and provided feedback on multiple MAC documents (PMP, BRD Change Document, etc.).
- Created a log for DOC to sign when receiving deposits for FCOR.
- Sent out annual training survey.
- Loaded two amendments from capital case attorney to FACTS.
- Submitted FCOR's contact information to the Department of Revenue for updated Certificate of Exemption.
- Received new car and obtained tags and register in tracking system.
- Completed safety inspection.

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 2021

During the month of February, the Office of the General Counsel generated twenty-three (23) court filings, including briefs, responses, proposed orders, notices, motions, and the like. The Office of the General Counsel responded, through completion, to thirty-nine (39) public record requests.

During the month of February, the Commission received eleven (11) 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: February 2021

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Monitored criminal justice and appropriations committee meetings of the legislature.
- Drafted bill analyses for legislation with the potential to affect the Commission.
- Met with members of the Senate Ethics & Elections Committee to discuss the confirmation of Commissioner Davison's reappointment.
- Met with legislators to discuss the Commission's amended legislative budget request.

Office of Communications

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

Accomplishments: February 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.
- Provided training to agency staff.

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 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.
- 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 worked to coordinate the details for the March 10, 2021, Clemency Meeting.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 81,996,505 inquiries with 5,568,133 searches for Restoration of Civil Rights (RCR) grants.
- 1,118,931 names were located, and 115,934 certificates have been printed.
- Currently, 378,204 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, restoration of alien status under Florida law, full pardons, firearm authority, commutations of sentence, remission of fines, and capital punishment cases.

Accomplishments: February 2021

- Prepared investigations for upcoming Clemency Board Meetings and conducted quality assurance reviews of With investigations completed by field offices.

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- 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, and other issues.
- 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.