



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – January 2021

Chairman's Message

Melinda N. Coonrod

In the month of January, 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 January 2021 include completion and submission of the Commission's Continuity of Operations Plan, ongoing preparations for the upcoming legislative session, an update to the FCOR COVID-19 Agency Response Report, and preparations for the March 2021 clemency hearing.

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: January 2021

Office of the Commission Clerk

Cases Docketed: 540

- Parole Interviews, Reviews (84), Granted (1), Terminated (4), Denied (0), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (5), Denied (2)
- Conditional Release cases scheduled for Docket (398)
- Addiction Recovery cases scheduled for Docket (46)

Revocations

Revocations: 398

- Warrants Issued (122)
- Revocations Scheduled for Docket (94)
- Final Hearing Results Received, ROR granted, denied (90)
- Revoked or Reinstated, including ROR, NTA (92)

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

Victims' Services

Victims' Services: 696

- Victims requests for information on parole, conditional release, and conditional medical cases (137)
- Victims Located (15)
- Status updates to victims on parole, conditional medical, and clemency cases (520)
- Assisted victims who attended parole or clemency hearings (24)

Field Services

Field Services: 227

- Parole Interviews (57)
- Revocation Interviews (140)
- Revocation Hearings (30)

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: January 2021

- Submitted 10 requisitions, 12 security requests, 8 purchase requests, 5 work orders, 10 deliveries, logged in 131 accounting vouchers, and processed 82 invoices.
- Presented the budget analysis.
- Achieved 98.78% prompt payment compliance.
- Provided agency staff with safety/wellness information.
- Attended FL Palm meetings, Administration team meeting, OPB meetings, MAC database meetings, IT meetings, audit meetings, COOP plan meetings, budget meetings, leadership meetings, HR meetings, AFSCME—CB negotiations meeting, VOCA application meeting, FLCARES meeting, and DMS and GBM Janitorial Services meeting.
- Drafted the COOP plan and currently working on implementing the plan.
- Completed bill analysis.
- Assisted with LBR presentation and talking points.
- Reviewed and discussed the Governor's budget recommendation.
- Completed 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, tracked expenses and hours, reported to EOC expenses daily and reported COVID-19 to Governor's office weekly. Kept telework request and log daily. Reviewed and approved telework. Submitted Smart Sheets to OPB for COVID-19 and worked on hours and costs and documents for the FCOR COVID-19 story.
- Responded to audit findings for the auditor general.
- Reviewed and provided feedback on multiple MAC documents.
- Completed annual affirmative action questionnaire.
- Provided letters to OPS staff regarding hour increase.
- Completed annual EEOP certification.
- Received and reviewed OPS position descriptions.
- Completed annual State Agency Payroll Compliance Checklist.
- Filled out the VOCA application.
- Submitted VOCA budget amendment.
- Finalized and sent COOP letter to Division of Emergency Management.
- Mailed out W-2's to staff.
- Completed annual tangible property inventory.
- Completed NCIC recertification.
- Coordinated with DMS on annual office inspections/measurements.
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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: January 2021

During the month of January, the Office of the General Counsel generated thirty (30) court filings, including briefs, responses, proposed orders, notices, motions, and the like. The Office of the General Counsel responded, through completion, to fifty-two (52) public record requests.

During the month of January, the Commission received seven (7) 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: January 2021

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions and questions related to COVID-19.
- Monitored criminal justice and appropriations committee meetings of the legislature.
- Completed the PowerPoint presentation for the Commission's legislative budget request.
- Drafted bill analyses for legislation with the potential to affect the Commission.
- Met with legislators to discuss the confirmation of Commissioner Davison's reappointment.
- Met with legislators to discuss the Commission's legislative budget request.

Office of Communications

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

Accomplishments: January 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.
- Assisted with an update to the FCOR COVID-19 Agency Response report.
- Assisted with FCOR audit response communications.

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: January 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 related 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 request 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 finalize the actions taken from the December Board Meeting. In addition, this office prepared for the next Board Meeting scheduled for March 10, 2021.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 80,818,245 inquiries with 5,562,098 searches for Restoration of Civil Rights (RCR) grants.
- 1,117,338 names were located, and 115,934 certificates have been printed.
- Currently, 378,199 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: January 2021

- Prepared investigations for upcoming Clemency Board Meetings and conducted quality assurance reviews of With investigations completed by field offices.
- Participated in group meetings with Department of Corrections IT members and Commission staff on the clemency database upgrade, including business requirements, user testing, and other issues.

Monthly Accomplishments Report

- Held bimonthly conference call with the Regional Administrators and Supervisors related to procedures for conducting clemency investigations.
- 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 record 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.