



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – July 2021

Chairman's Message

Melinda N. Coonrod

For the month of July, the Florida Commission on Offender Review fulfilled our statutory duties while maintaining COVID-19 related protocols. Some of our notable accomplishments for the month of July are:

- Planning and implementation of changes to the clemency section of the FCOR website.
- Ongoing updates to our processes and procedures to reflect changes to the Rules of Executive Clemency made in March of this year.
- Successful completion of all annual employee evaluations.

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: July 2021

Office of the Commission Clerk

Cases Docketed: 713

- Parole Interviews, Reviews (79), Granted (1), Terminated (4), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (1), Denied (5)
- Conditional Release cases scheduled for Docket (561)
- Addiction Recovery cases scheduled for Docket (61)

Revocations

Revocations: 470

- Warrants Issued (122)
- Revocations Scheduled for Docket (138)
- Final Hearing Results Received, ROR granted, denied (80)
- Revoked or Reinstated, including ROR, NTA (130)

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

Victims' Services

Victims' Services: 1,079

- Victims requests for information on parole, conditional release, and conditional medical cases (351)
- Victims Located (27)
- Status updates to victims on parole, conditional medical, and clemency cases (677)
- Assisted victims who attended parole or clemency hearings (24)

Field Services

Field Services: 275

- Parole Interviews (79)
- Revocation Interviews (167)
- Revocation Hearings (29)

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: July 2021

- Submitted 15 requisitions, 22 security requests, 16 purchase requests, and 12 work orders. Completed 5 deliveries, 79 accounting vouchers, 17 HR actions, 360 invoices, and 10 help desk tickets.
- Presented the budget analysis.
- Achieved 100% prompt payment compliance.
- Provided agency staff with safety/wellness information.

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- Attended FL Palm meetings, administration team meeting, MAC database meetings, budget meetings, leadership meetings, human resources meetings, FASAASD Meeting, CJIS meeting, People First Onboarding Final Agency Alignment Meeting, FRS Pension Plan—Employer Training, Promoting Employee Safety Awareness meeting, People First Onboarding Training, and Accident investigations meeting.
- Participated in calls and e-mails related to COVID-19. Assisted with information to provide to staff on COVID-19. Coordinated IT related support for telework. Reported COVID-19 to Governor's office. Kept telework request and log. Had the offices cleaned.
- Researched LBR issues.
- Completed security training for LASO.
- Revised the P-Card procedure directive.
- Completed all active and termed back log filing and moved termed files.
- Complete mass load for 7/1 pay increase.
- Completed moving report.
- Monitored the completion of the 2020 financial disclosure.
- Assisted with employee evaluations ending 6/30.
- Completed veterans report and updated veterans recruiting report for fiscal year 21/22 and sent out updated veterans bill to hiring managers.
- Completed HRO annual customer satisfaction survey.
- Attending meetings with DMS regarding carpet replacement, established carpet coordinators, drafted instructions, and held meeting informing coordinators of packing instructions and floor plans.
- Contacted DOC to pick up and dispose of FCOR's surplus.
- Coordinated with HR on FCOR Capitol badge review.
- Reported COVID-19 to Governor's office and worked on hours and costs for the FCOR COVID-19 report.
- Completed risk management adjustment.
- Submitted Lapse and Fund to OPB.
- Submitted FACTS access verification.
- Setup new P-card holders and users in STMS.

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: July 2021

During the month of July, the Office of the General Counsel generated twenty (20) court filings, including briefs, responses, proposed orders, notices, motions, and the like. The Office of the General Counsel responded, through completion, to twenty-three (23) public record requests.

During the month of July, the Commission received five (5) positive orders, from state circuit courts and state appellate courts. 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: July 2021

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions related to COVID-19.

Office of Communications

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

Accomplishments: July 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.
- Assumed the duties of legislative director on an interim basis.
- Met with the Office of Clemency Investigations and the Office of Executive Clemency to discuss and plan updates to the clemency section of the FCOR website and facilitated those changes with the web team.

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: July 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 along with summary denials and grants.
- 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, legal inquiries, and legislative inquiries.
- FCOR has received legislative funding in the last fiscal year 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 implementation of this project. This project is continuing after the end of the last fiscal year as the development and testing are still in progress.
- OEC worked closely with the Board on new processes since the Rule revision for the circulation of preliminary review list for RCR Without a Hearing, RFR/Commutation of Sentence and Unfavorable Commission Recommendations for With a Hearing cases. This office prepares RCR Certificates for those granted without a hearing.
- The Rules of Executive Clemency were revised on March 10, 2021; this office continues to revise internal processes to affect the rule revisions as well as to revise all internal and external publications. Staff training was continually conducted regarding the revised rules and new process and procedures going forward.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 88,373,438 inquiries with 6,263,191 searches for Restoration of Civil Rights (RCR) grants.
- 1,212,459 names were located, and 118,206 certificates have been printed.
- Currently, 378,208 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: July 2021

- 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, data integrity, and other issues.

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- Hired three new OPS commission investigators and one OPS senior clerk and conducted training with new staff.
- Held a conference call with the regional administrators and supervisors related to procedures for conducting clemency investigations, workload priorities, and discussion on revisions to the Rules of Executive Clemency.
- Prepared approximately 200 boxes of closed clemency files for processing to the Storage Records Center in accordance with procedures and approved retention schedules.
- Since the Clemency Board adopted revisions to the Rules of Executive Clemency in March, this office has worked closely with the Office of Executive Clemency and the Governor's Office on implementation of the revised Rules. The Director and staff have created training/resource materials and held meetings with central office and field staff related to processes for conducting eligibility reviews and investigations. In addition, staff are reviewing pending cases for eligibility under the criteria of the revised rules.
- Assisted in the development of clemency information for multiple annual agency reports.
- Prepared investigations for Commissioners' review and conducted quality assurance reviews of With investigations completed by field offices for upcoming Clemency Board Meetings.
- 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.