



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – June 2021

Chairman's Message

Melinda N. Coonrod

For the month of June, 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 June are:

- Coordinated and conducted the Executive Clemency Board Meeting on June 16, 2021.
- Completed and distributed FCOR's 2021 Legislative Session Final Report.

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: June 2021

Office of the Commission Clerk

Cases Docketed: 644

- Parole Interviews, Reviews (76), Granted (2), Terminated (4), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (5), Denied (4)
- Conditional Release cases scheduled for Docket (499)
- Addiction Recovery cases scheduled for Docket (54)

Revocations

Revocations: 573

- Warrants Issued (162)
- Revocations Scheduled for Docket (147)
- Final Hearing Results Received, ROR granted, denied (122)
- Revoked or Reinstated, including ROR, NTA (142)

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

Victims' Services

Victims' Services: 1,252

- Victims requests for information on parole, conditional release, and conditional medical cases (347)
- Victims Located (33)
- Status updates to victims on parole, conditional medical, and clemency cases (841)
- Assisted victims who attended parole or clemency hearings (31)

Field Services

Field Services: 290

- Parole Interviews (66)
- Revocation Interviews (169)
- Revocation Hearings (55)

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: June 2021

- Submitted 61 requisitions, 16 security requests, 27 purchase requests, and 7 work orders. Completed 5 deliveries, 65 accounting vouchers, 26 HR actions, 360 invoices, and 12 help desk tickets.
- Presented the budget analysis.
- Achieved 100% prompt payment compliance.
- Provided agency staff safety/wellness information.

Monthly Accomplishments Report

- Attended FL Palm meetings, administration team meeting, OPB meetings, MAC database meetings, budget meetings, leadership meetings, HR meetings, VOCA meetings, FASAASD meeting, performance management community of interest meeting, recruitment and selection community of interest meeting, human resource officers' meeting, attendance & leave community of interest meeting, equal employment opportunity affirmative action community of interest meeting, and employee relations COI quarterly meeting.
- Completed end-of-year purchases and monitored receiving to ensure delivery of items by June 30th.
- Completed calls 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. Tracked expenses and hours. Reported to EOC expenses daily and reported COVID-19 to Governor's office. Kept telework request and log and submitted Smart Sheets to OPB.
- Received all updated telework agreements for the new fiscal year.
- Monitored the completion for the 2020 financial disclosure.
- Assisted and conducted performance evaluations audits.
- Completed Fiscal Year 2020–21 Savings Sharing and Training Questionnaires.
- Audited driver license and insurance information.
- Sent annual defensive driving training to staff who use state, personal, or rental vehicles for FCOR business.
- Met with DMS regarding carpet replacement and did an agency walk-thru.
- Sent out annual mandatory on-line training.
- Distributed revised procedure directives.
- Coordinated with DMS maintenance about pest control spraying in central office.
- Submitted budget amendment.
- Updated FCOR COVID-19 Story.
- Submitted Non-Escheat Funding Sources.
- Worked on blanket travel authorization.
- Coordinated with CenturyLink for phone reconfigurations.

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: June 2021

During the month of June, 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 forty-six (46) public record requests.

During the month of June, the Commission received three (3) 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: June 2021

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions related to COVID-19.
- Completed and distributed FCOR's 2021 Legislative Session Final Report.

Office of Communications

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

Accomplishments: June 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 until the position is filled.
- 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.

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: June 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, 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 development and testing are still in progress.
- OEC coordinated and conducted the Executive Clemency Board Meeting on June 16, 2021, at the Capitol. OEC worked closely with the Board on actions taken and in preparing the executive orders for those granted clemency.
- The Rules of Executive Clemency were revised on March 10, 2021; this office continues to revise internal processes to reflect the rule revisions as well as to revise all internal and external publications. Staff training has been continually conducted regarding the revised rules and new process and procedures going forward.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 87,518,574 inquiries with 6,256,898 searches for Restoration of Civil Rights (RCR) grants.
- 1,211,259 names were located, and 117,857 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: June 2021

- On June 16, 2021, the Governor and Cabinet, sitting collectively as the Clemency Board, held its second quarterly Clemency Board Meeting of 2021. The Commission completed and submitted 35 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.

- 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.
- Coordinated with the regional field offices to prepare boxes of closed clemency files for shipping and processing to central office in accordance with procedures and approved retention schedules.
- Hired a new executive secretary and staff assistant.
- 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.
- 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.