



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – March 2021

Chairman's Message

Melinda N. Coonrod

In the month of March, 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.

Key accomplishments for March 2021 include successful completion of the March 10, 2021, meeting of the Board of Executive Clemency during which the Rules of Executive Clemency were revised. Since that time, the Office of Executive Clemency and other Commission departments have been implementing the new rules throughout our processes and procedures. Additionally, the Office of Legislative Affairs continues to monitor bills introduced during the 2021 legislative session that may have an impact on the Commission.

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: March 2021

Office of the Commission Clerk

Cases Docketed: 835

- Parole Interviews, Reviews (107), Granted (6), Terminated (8), Released to Guidelines (0), Declined to authorize (2), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (2), Denied (5)
- Conditional Release cases scheduled for Docket (644)
- Addiction Recovery cases scheduled for Docket (61)

Revocations

Revocations: 605

- Warrants Issued (139)
- Revocations Scheduled for Docket (186)
- Final Hearing Results Received, ROR granted, denied (100)
- Revoked or Reinstated, including ROR, NTA (180)

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

Victims' Services

Victims' Services: 1,313

- Victims requests for information on parole, conditional release, and conditional medical cases (316)
- Victims Located (73)
- Status updates to victims on parole, conditional medical, and clemency cases (891)
- Assisted victims who attended parole or clemency hearings (33)

Field Services

Field Services: 242

- Parole Interviews (50)
- Revocation Interviews (163)
- 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: March 2021

- Submitted 26 requisitions, 6 security requests, 14 purchase requests, 7 work orders, 4 deliveries, logged in 49 accounting vouchers, and 9 HR actions and 65 invoices processed.
- 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, budget meetings, leadership meetings, HR meetings, VOCA Meetings, administrators meeting, People First onboarding alignment meeting, FCOR - Safety Meeting, Expectations to Agreements: How Open Conversations Transform Career Development meeting, Facility & Equipment Inspections training, Performance Management meeting, Attendance & Leave meeting. Recruitment and Selection meeting, Classification & Org Structure COI, Equal Employment Opportunity Affirmative Action Community meeting, Promoting Employee Safety Awareness training, Works Allocation training, and Suncom Line Migration training.
- Completed People First Onboarding Survey.
- Completed OPS Handbook.
- Submitted VOCA Budget Amendment and requests for spending the VOCA COVID Funding.
- Finalized COOP Drive Away Kits checklist.
- Complete training survey.
- Coordinated on WEX card charges matching in FLEET and user number updated in WEX.
- Laminated wallet size tax exempt certificate for staff.
- Submitted the Pcard PD and Management Representation Letter to DFS.
- Audited the inventory of badge/shields.
- Completed bill analysis.
- Audited laptop age and identified laptops for possible upgrades.
- Coordinated with accounting and DMS Telecommunications on migrating all AT&T local services to the Suncom account.
- Participated in conference calls, meetings, 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, tracking expenses and hours, and 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.

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: March 2021

During the month of March, the Office of the General Counsel generated twenty-eight (28) court filings, including briefs, responses, proposed orders, notices, motions, and the like. The Office of the General Counsel responded, through completion, to fifty-three (53) public record requests.

During the month of March, the Commission received four (4) 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: March 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 Senator Perry to discuss the Appropriations Subcommittee on Criminal and Civil Justice budget proposal.

Office of Communications

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

Accomplishments: March 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.
- Update forms for the Office of Executive Clemency.
- Reviewed the OPS handbook for Human Resources.

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: March 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 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 defining 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 coordinated and conducted the Executive Clemency Board Meeting on March 10th at the Capitol. Extra staff were on hand to ensure social distancing guidelines were followed during the meeting.
- At the meeting, the Board adopted the Governor's proposed revisions to the Rules of Executive Clemency. Following the meeting, the Governor unilaterally exercised his clemency powers to deny the pending clemency applications of all murderers and felony sex offenders.
- This office worked closely with the Board on actions taken and prepared the executive orders for those granted clemency, as well implemented direction to capture the mass denials of the murderers and felony sex offenders.
- The revised Rules were published on the external website for the public. This office worked to revise the internal process to effect said revisions as well as worked to revise all internal and external publications. Going forward, great efforts will be devoted to implementing the revised rules.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 82,980,531 inquiries with 5,576,952 searches for Restoration of Civil Rights (RCR) grants.
- 1,120,837 names were located, and 116,558 certificates have been printed.
- Currently, 378,206 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.

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: March 2021

- On March 10, 2021, the Governor and Cabinet, sitting collectively as the Clemency Board, held its first quarterly Clemency Board Meeting of 2021. The Commission completed and submitted 29 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.
- On March 10, 2021, the Clemency Board adopted revisions to the Rules of Executive Clemency. 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 begun development of training/resource materials, held meetings with central office and field staff, and updated Commissioners and FCOR Leadership Team members. In addition, we have also immediately began reviewing pending cases for eligibility under the criteria of the revised rules.
- Reviewed pending applications for determination of applicants with a murder or felony sex conviction.
- 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.
- Held bimonthly 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 investigations for upcoming Clemency Board Meetings and conducted quality assurance reviews of With investigations completed by field offices.
- 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.