



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – May 2021

Chairman's Message

Melinda N. Coonrod

For the month of May, 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 May are:

- Created and communicated a plan for the end of remote work and the return of in-person operations for both Commission offices and hearings.
- Completed preparations for the June 16, 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: May 2021

Office of the Commission Clerk

Cases Docketed: 734

- Parole Interviews, Reviews (60), Granted (2), Terminated (4), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (3), Denied (4)
- Conditional Release cases scheduled for Docket (613)
- Addiction Recovery cases scheduled for Docket (48)

Revocations

Revocations: 496

- Warrants Issued (121)
- Revocations Scheduled for Docket (132)
- Final Hearing Results Received, ROR granted, denied (114)
- Revoked or Reinstated, including ROR, NTA (129)

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

Victims' Services

Victims' Services: 1,190

- Victims requests for information on parole, conditional release, and conditional medical cases (267)
- Victims Located (58)
- Status updates to victims on parole, conditional medical, and clemency cases (847)
- Assisted victims who attended parole or clemency hearings (18)

Field Services

Field Services: 247

- Parole Interviews (72)
- Revocation Interviews (134)
- Revocation Hearings (41)

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: May 2021

- Submitted 48 requisitions, 18 security requests, 44 purchase requests, and 3 work orders. Completed 7 deliveries. Logged 117 accounting vouchers, completed 26 HR actions, and processed and submitted 272 invoices and 18 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, State Administrators Meeting, DMS Onboarding Demo and Alignment Meeting, HR Bootcamp—MAPD Eligibility meeting, IAC Meeting, and FASAASD Meeting.
- Submitted requests for spending the VOCA COVID-19 funding and the budget modification for VOCA Grant and received approval and changed documents in EGrants.
- Updated COVID-19 Story with current cost.
- Completed end-of-year purchases and monitored receiving to ensure delivery of items by June 30, 2021.
- Submitted Executive Order 20-44.
- Submitted EGrants access verification.
- Completed DMS parking relocation.
- Addressed numerous phone issues throughout the state.
- Conducted performance evaluations audit for June.
- Completed People First annual survey for 2021.
- Coordinated the request for Fred Pryor Training with Adobe Acrobat Pro.
- Updated Procedure Directive 1.01.01.
- Participated in 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, and reported to EOC expenses daily. Reported COVID-19 to Governor's office. Kept telework request and log daily 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: May 2021

During the month of May, the Office of the General Counsel generated eighteen (18) 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 May, the Commission received seven (7) positive orders, from the 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: May 2021

- Conducted ongoing legislative constituent relations regarding various Commission functions.

- Responded to questions from legislators regarding various Commission functions related to COVID-19.
- Began preparing 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: May 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.

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: May 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, legal inquiries, 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.
- This office worked closely with the Governor's office regarding the mass denials of murderers and felony sex offenders.
- The Rules of Executive Clemency were revised on March 10, 2021; this office worked continually to revise internal processes to reflect the rule revisions as well as to revise all internal and external publications. The new processes for preliminary review as outlined in the revised Rules were

established and implemented. Staff training was continually conducted regarding the revised rules and new process and procedures going forward.

- Staff prepared for the next Executive Clemency Board Meeting set for June 16, 2021.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 85,939,035 inquiries with 6,106,746 searches for Restoration of Civil Rights (RCR) grants.
- 1,204,326 names were located, and 117,363 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: May 2021

- 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.
- 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.
- 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.
- Reviewed pending applications for determination of applicants with a murder or felony sex conviction.
- 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.