



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – October 2020*

## Chairman's Message

*Melinda N. Coonrod*

In the month of October, the Florida Commission on Offender Review (FCOR) was successful in meeting our goals and achieving our mission across all divisions. We've maintained our COVID-19 policies and our dedication to following appropriate guidance. We continue to hold all commission hearings telephonically, to include additional hearings for conditional medical release (CMR) cases only.

This month, the Commission also completed and submitted our Legislative Budget Request, continued to finalize actions taken during the September meeting of the Board of Executive Clemency as well as to prepare for the December clemency meeting.

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](mailto: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: October 2020

#### Office of the Commission Clerk

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Cases Docketed: 640

- Parole Interviews, Reviews (85), Granted (1), Terminated (2), Denied (0), Released to Guidelines (0), Declined to authorize (1), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (2), Denied (0)
- Conditional Release cases scheduled for Docket (501)
- Addiction Recovery cases scheduled for Docket (48)

#### Revocations

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Revocations: 490

- Warrants Issued (158)
- Revocations Scheduled for Docket (100)
- Final Hearing Results Received, ROR granted, denied (128)
- Revoked or Reinstated, including ROR, NTA (104)

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

#### Victims' Services

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Victims' Services: 1,095

- Victims requests for information on parole, conditional release, and conditional medical cases (285)
- Victims Located (73)
- Status updates to victims on parole, conditional medical, and clemency cases (711)
- Assisted victims who attended parole or clemency hearings (26)

#### Field Services

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Field Services: 299

- Parole Interviews (82)
- Revocation Interviews (180)
- Revocation Hearings (37)

## 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: October 2020**

- Submitted 7 requisitions, 15 security requests, 4 purchase requests, 1 work order, 8 deliveries, logged in 228 accounting vouchers, and processed 70 invoices.
- Presented the budget analysis.
- Achieved 94.26% prompt payment compliance.
- Provided agency staff safety/wellness information.
- Drafted and posted LBR & CIP.
- Attended FL Palm meetings, Administration team meeting, OPB meetings, MAC database meetings, LBR Meetings Meeting on Pacer, Pcard Administrator's Meeting, and PQC Meeting.
- 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, and tracked expenses and hours related to COVID-19. Reported to EOC expenses daily and reported COVID-19 information to Governor's office weekly. Kept telework request and log daily. Processes Families First Coronavirus Response Act leave requests and reviewed and approved telework.
- Provided information for legislative questions.
- Submitted Smart Sheets to OPB for COVID-19.
- Assisted with questions pertaining 2021 open enrollment.
- Submitted VOCA grant budget amendment.
- Submitted GL and TF Codes to OPB.
- Submitted amendment to contract in FACTS.
- Completed FL Palm Survey.
- Submitted Crime Insurance Survey.
- Responded to audit requests for the Auditor General.
- Submitted Exposure Base Survey.
- Assisted with the PQC committee meetings.
- Sent out invoices to field for verification of cell phone assigned and finalized Verizon Invoices.
- Audited driver license and insurance information on employees who use vehicles for FCOR business.

## 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: October 2020**

During the month of October, the Office of the General Counsel generated thirty-three (33) court filings, including briefs, responses, proposed orders, notices, and motions. The Office of the General Counsel responded, through completion, to thirty-nine (39) public record requests.

## Monthly Accomplishments Report

During the month of October, the Commission received sixteen (16) positive orders, from state circuit 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: October 2020

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions and questions related to COVID-19.
- Met with the Office of Policy and Budget 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: October 2020

- 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.
- Began preparation for the Annual Report.
- Updated the FCOR COVID-19 Story.
- Updated the Victims' Rights brochure and prepared it for printing.

### 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: October 2020

- 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 due to the November election.
- 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 worked to finalize the actions taken from the September Board Meeting. Notices were sent to the applicants who will appear on the December Agenda.

## Webpage Statistics

- <https://FCOR.state.fl.us> has received 77,587,439 inquiries with 5,543,814 searches for Restoration of Civil Rights (RCR) grants.
- 1,112,981 names were located, and 114,999 certificates have been printed.
- Currently, 378,193 RCR certificates are available for printing and can be searched on our website: [www.fcor.state.fl.us](http://www.fcor.state.fl.us) under the clemency tab or [www.FLrestoremyrights.com](http://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: October 2020

- Prepared investigations for upcoming Clemency Board Meetings and conducted quality assurance reviews of With investigations completed by field offices.
- Participated in multiple group meetings with Department of Corrections IT members and Commission staff on the clemency database upgrade.
- 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.
- Conducted training sessions with investigators.
- Assisted in the development of clemency information for agency reports.
- Assisted in responses to public records requests, legislative inquiries, and in other responses for clemency information/data requests.
- Provided customer service to clemency applicants.