



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – December 2019*

## Chairman's Message

*Melinda N. Coonrod*

In the month of December, The Florida Commission on Offender Review (FCOR) was successful in meeting our goals and achieving our mission across all divisions.

Some highlights of our success include providing status updates to 860 victims regarding parole, conditional medical, and clemency cases; implementing the STEM travel system statewide; receiving sixteen (16) positive orders from state circuit courts, district courts of appeal, federal district courts, and the Florida Supreme Court; preparing and printing the FCOR 2019 annual report, and providing assistance to the Board subsequent to the Clemency Meeting held on December 4, 2019.

Detailed information about our accomplishments under each division are found in the pages ahead. If you have any 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: December 2019

### Office of the Commission Clerk

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Cases Docketed: 937

- Parole Interviews, Reviews (135), Granted (4), Terminated (6), Denied (0), Released to Guidelines (0), Declined to authorize (4), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (1), Denied (2), Docketed (3)
- Conditional Release cases scheduled for Docket (672)
- Addiction Recovery cases scheduled for Docket (110)

### Revocations

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Revocations: 562

- Warrants Issued (155)
- Revocations Scheduled for Docket (145)
- Final Hearing Results Received, ROR granted, denied (121)
- Revoked or Reinstated, including ROR, NTA (141)

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

### Victims' Services

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Victims' Services: 1,147

- Victims requests for information on parole, conditional release, and conditional medical cases (211)
- Victims Located (58)
- Status updates to victims regarding parole, conditional medical and clemency cases (830)
- Assisted victims who attended parole or clemency hearings (48)

### Field Services

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Field Services: 275

- Parole Interviews (75)
- Revocation Interviews (154)
- Revocation Hearings (46)

## 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: December 2019

1. Submitted 15 requisitions, 13 security requests, 14 purchase requests, and 5 work orders.
2. Completed 10 deliveries, 6 new hires, and 62 invoices.
3. Completed recruitment guidelines and advertisement form.
4. Presented budget analysis.
5. Met 100% prompt payment compliance.
6. Provided agency staff safety/wellness information.
7. Logged in 88 accounting vouchers.

8. Attended AFSCME Collective Bargaining Negotiations, Human Resource, and FL Palm meetings.
9. Implemented STEM Travel system statewide and updated 17 profiles in STMS.
10. Participated in the Facility and Equipment Inspections Webinar.
11. Updated sign in lobby for general counsel being designated as FCOR's records custodian.
12. Mailed the Anytime CPR Annie Doll Kit to each region for use with new employees in the field.
13. Renewed state car vehicle registrations.

## 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: December 2019**

During the month of December, the Office of the General Counsel generated forty-four (44) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to thirty-seven (37) public records requests.

During the month of December, the Commission received sixteen (16) positive orders from state circuit courts, district courts of appeal, federal district courts, and the Florida Supreme 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, including the Commission's authority to assess aggravation in the establishment of a PPRD date and eligibility for conditional release.

## 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: December 2019**

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Completed bill analyses requested by legislative committee staff.
- Attended criminal justice committee meetings of the legislature.

## Office of Communications

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

### **Accomplishments: December 2019**

- Provided ongoing media relations.
- Composed internal messages to staff.
- Reviewed 947 orders for stylistic and grammatical correctness.
- Proofread operational documents for Commission staff.
- Composed correspondence on behalf of the agency to external audiences.
- Prepared and printed the 2019 Annual Report.
- Attended parole and clemency hearings.

- Submitted 2019 publications to the Florida Archives.

## 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: December 2019

- 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 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 is the custodian of all clemency records and processes requests received from criminal justice agencies regarding clemency action on individuals being investigated.
- OEC provided assistance to the Board subsequent to the Clemency Meeting held on December 4, 2019.
- OEC worked closely with the Office of Clemency Investigations on work flow efficiencies and staff assignments.

### Webpage Statistics

- <https://FCOR.state.fl.us> has received 68,069,084 inquiries with 5,475,047 searches for Restoration of Civil Rights (RCR) grants.
- 1,099,136 names were located and 111,257 certificates have been printed.
- Currently, **378,187** RCR certificates are available for printing and can be searched on our website: [www.fc.state.fl.us](http://www.fc.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: December 2019

- On December 4, 2019, the Governor and Cabinet, sitting collectively as the Clemency Board, held its fourth quarterly Clemency Board Meeting. The Commission completed and submitted 70 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.
- Provided training to the Regional Administrators and Supervisors during a conference call related to procedures for conducting clemency investigations.
- Hired a full-time Commission Investigator.

## Monthly Accomplishments Report

- Prepared investigations for the upcoming quarterly Clemency Board Meeting and conducted quality assurance reviews of With a Hearing 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.
- 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.



From left to right: Attorney General Ashley Moody, Governor Ron DeSantis, Commissioner Richard Davison, Chairman Melinda Coonrod, Commissioner David Wyant, CFO Jimmy Patronis, Commissioner of Agriculture Nikki Fried.