



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – November 2019*

## Chairman's Message

*Melinda N. Coonrod*

The Florida Commission on Offender Review (FCOR) had yet another successful and productive month. Some highlights for the month of November are that we docketed 647 cases, delivered 1,472 instances of Victims' Services, achieved 100% prompt payment compliance, generated 66 court filings, responded to 51 public records requests, secured sponsors for the Commission's legislative proposals, and prepared for a successful early December Clemency Hearing.

Additionally, Commissioner Davison and our Victims' Services Supervisor, Dawn Mikola, presented Advocacy After the Conviction training at the Attorney General's office on November 7. This training covered how the Office of the Attorney General, the Department of Corrections, and the Florida Commission on Offender Review provide a continuum of services and advocacy to crime victims. Participants gained knowledge on how the appellate process works; the various types of release notifications available to victims and families; the Florida VINE program; how parole decisions are made; and the process of monitoring parolees and control release offenders. Advocates learned that early involvement on their part can insure that victims and their families are kept informed.

Chairman Coonrod attended Florida Missing Children's Day on November 22. This event is presented by the Florida Department of Law Enforcement, The Missing Endangered Persons Information Clearinghouse Advisory Board, and The Florida Missing Children's Day Foundation.

Last but certainly not least, the Commission is grateful that our request for an improved clemency database was included in the Governor's budget. Should the budget be approved, the database, MACNet, will be upgraded to better meet the operational needs of the Commission and the Clemency Board.

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: November 2019

#### Office of the Commission Clerk

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Cases Docketed: 647

- Parole Interviews, Reviews (74), Granted (4), Terminated (4), Denied (0), Released to Guidelines (0), Declined to authorize (1), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (3), Denied (2), Docketed (5)
- Conditional Release cases scheduled for Docket (479)
- Addiction Recovery cases scheduled for Docket (75)

#### Revocations

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Revocations: 465

- Warrants Issued (130)\*
- Revocations Scheduled for Docket (109)\*
- Final Hearing Results Received, ROR granted, denied (120)\*
- Revoked or Reinstated, including ROR, NTA (106)\*

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

#### Victims' Services

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Victims' Services: 1,472

- Victims requests for information on parole, conditional release, and conditional medical cases (412)
- Victims Located (76)
- Status updates to victims on parole, conditional medical and clemency cases (970)
- Assisted victims who attended parole or clemency hearings (14)

#### Field Services

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Field Services: (328)

- Parole Interviews (89)
- Revocation Interviews (192)
- Revocation Hearings (47)

## 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: November 2019**

- Submitted 19 requisitions, 12 security request, 15 purchase request, 7 work orders, 7 deliveries, 2 new hires and 104 invoices.
- Achieved 100% prompt payment compliance.
- Provided agency staff safety/wellness information.
- Processed Attorney contracts.
- Updated the master list of the Procedure Directives Index.
- Distributed revised procedure 4.23.01 Warrant Dismissals.
- Updated the key inventory log for central office key.
- Logged in 126 Accounting vouchers.
- Designated of the Clemency Coordinator for Safety and Loss Prevention Audits.
- Attended Quarterly Safety Interagency Advisory Council Meeting, AFSCME (Collective Bargaining Negotiations- How to Get the Most of Your Safety Committee Meeting).
- Attended a human resource meeting, FL Palm Meetings, and STMS Meetings.
- Designated the General Counsel to be the Ethics Officer.
- Worked on configurations for the Ocala field office.
- Updated Evacuation Checklist.
- Submitted Safety Evaluation Response.

## 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: November 2019**

During the month of November, the Office of the General Counsel generated sixty-six (66) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to fifty-one (51) public records requests.

During the month of November, the Commission received nine (9) positive orders from state circuit courts, district courts of appeal, 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 forfeiture of gain time after a supervision revocation, the Commission's authority to assess aggravation in the establishment of a PPRD date, and due process protections for revocation hearings.

## 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: November 2019**

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Drafted language for policy proposals for the 2020 legislative session.
- Met with legislators to discuss the Commission's legislative priorities for 2020.
- Secured sponsors for the Commission's legislative proposals.
- 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: November 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.

## 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: November 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 coordinated all details required to hold the next Executive Clemency Board Meeting 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 66,808,341 inquiries with 5,469,258 searches for Restoration of Civil Rights (RCR) grants.
  - 1,097,769 names were located and 110,958 certificates have been printed.
- Currently **378,177** 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: November 2019

- Prepared investigations for the upcoming quarterly Clemency Board Meeting and conducted quality assurance reviews of 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 the development of clemency information for multiple annual 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.



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