



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – January 2020

Chairman's Message

Melinda N. Coonrod

In the month of January, 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 85 parole interviews, 195 revocation interviews, 39 revocation hearings, a thorough review of administration procedure directives, a People First quarterly service center visit and accident investigation training, a completed 2019 Safety Book, meetings with legislative committee staff to discuss an amendment to the Commission legislative budget request, monitoring of the Commission's public records bills—SB872 and HB893—as they passed their first committees, publication of the Winter 2020 newsletter, updates to sections of the Commission website, updates to the Rules of Executive Clemency to reflect changes made by the Board, preparation for a special clemency meeting of the Board held on January 21, 2020 and subsequent assistance to the Board with the rule change that was adopted, identification of all forms and information to be updated due to the new rule adoption, hiring of four OPS Commission investigators and subsequent training, hiring of a new clemency investigations operations and planning coordinator, preparation for investigations for the upcoming quarterly Clemency Board Meeting, and completion of quality assurance reviews of With a Hearing investigations completed by field offices.

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 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

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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: January 2020

Office of the Commission Clerk

Cases Docketed: 957

- Parole Interviews, Reviews (110), Granted (2), Terminated (3), Denied (0), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Docketed (5)
- Conditional Release cases scheduled for Docket (716)
- Addiction Recovery cases scheduled for Docket (121)

Revocations

Revocations: 563

- Warrants Issued (170)
- Revocations Scheduled for Docket (138)
- Final Hearing Results Received, ROR granted, denied (123)
- Revoked or Reinstated, including ROR, NTA (132)

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

Victims' Services

Victims' Services: 1,435

- Victims requests for information on parole, conditional release, and conditional medical cases (279)
- Victims Located (51)
- Status updates to victims on parole, conditional medical, and clemency cases (1,070)
- Assisted victims who attended parole or clemency hearings (35)

Field Services

Field Services: 319

- Parole Interviews (85)
- Revocation Interviews (195)
- Revocation Hearings (39)

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: January 2020

1. Submitted 30 requisitions, 24 security requests, 27 purchase requests, 8 work orders, 10 deliveries, and 8 new hires and invoices.
2. Presented budget analysis.
3. Achieved 100% prompt payment compliance.

4. Provided agency staff with safety/wellness information.
5. Logged 117 accounting vouchers.
6. Attended human resource and Florida Palm meetings.
7. Completed EEO certification form.
8. Created EEO utilization report.
9. Reviewed administration procedure directives.
10. Conducted People First quarterly service center visit and accident investigation training.
11. Completed 2019 Safety Book.
12. Updated FCOR evacuation checklists.
13. Submitted FDLE Five year resubmissions for staff.
14. Attended administration Staff meeting.
15. Met with DOC regarding the security desk.
16. Updated and sent out FCOR's dress code.
17. Revised the administration's calendar.
18. Sent out training survey to staff.
19. Updated the MOU/MOA and agreements books.
20. Revised profiles in STMS.
21. Made reducing paper agreement with DOC.
22. Submitted VOCA grant applications and VOCA audit meetings.
23. Amended LBR.

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: January 2020

During the month of January, the Office of the General Counsel generated forty-three (43) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to forty-nine (49) public records requests.

During the month of January, the Commission received eleven (11) 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 Commission's authority to assess aggravation and mitigation in the establishment of a PPRD, the Commission's authority to suspend the PPRD, 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: January 2020

- Conducted ongoing legislative constituent relations regarding various Commission functions.
- Responded to questions from legislators regarding various Commission functions.
- Tracked legislation relevant to the Commission.
- Attended criminal justice and appropriations committee meetings of the legislature.

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- Met with legislators and legislative staff to discuss Commission priorities.
- Met with legislative committee staff to discuss an amendment to the Commission legislative budget request.
- Monitored the Commission’s public records bills—SB872 and HB893—as they passed their first committees.

Office of Communications

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

Accomplishments: January 2020

- Provided ongoing media relations.
- Composed internal messages to staff.
- Reviewed 947 orders for grammar and style.
- Composed correspondence on behalf of the agency to external audiences.
- Attended parole hearings and facilitated press.
- Published the Winter 2020 newsletter.
- Proofed and updated sections of the FCOR website.
- Updated clemency rule documentation to reflect revisions to the Rules of Executive Clemency.

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: January 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 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 prepared for a special clemency meeting of the Board held on January 21, 2020, and subsequently provided assistance to the Board with the rule change that was adopted.
- OEC identified all forms and information that required changing due to the new rule adoption.
- 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 69,162,097 **inquiries** with 5,481,660 searches for Restoration of Civil Rights (RCR) grants.
- 1,100,564 names were located, and 111,605 certificates have been printed.

- Currently, **378,187** 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: January 2020

- Provided training to the Regional Administrators and Supervisors during a conference call related to procedures for conducting clemency investigations.
- Hired four OPS Commission Investigators and conducted training.
- Hired a new Operations & Planning Coordinator.
- 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.