



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – April 2020

Chairman's Message

Melinda N. Coonrod

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

Since the advent of COVID-19, FCOR has taken the following steps to remain operational and to protect the health and safety of the public and our employees.

- Communicated current developments, updates, and guidelines from the agency and the state regarding COVID-19 as they became available.
- Followed the Department of Management Services (DMS) direction on facility sanitation and took additional steps as needed.
- Adopted new rules and guidelines established by executive order as they were announced.
- Instituted teleworking for eligible employees.
- Ordered additional computer equipment to enable more employees to work remotely.
- Instituted physical distancing in the office by moving employees into the offices of employees who are working remotely and by allowing alternative working hours to include nights and weekends.
- Temporarily ceased holding in-person parole hearings and moved to holding them telephonically.

Additionally, in the month of April, FCOR has scheduled a special hearing for Conditional Medical Release cases only, continued to adopt and follow DMS instruction regarding facility access and sanitation, procured more computer equipment, and informed staff of changes to CDC guidance regarding COVID-19 symptoms.

We also informed staff about what leave is available to them under the Families First Coronavirus Response Act (FFCRA), responded to the state's Safe, Smart, Step-by-Step Plan for Florida's Recovery, informed staff of how the plan impacts our agency, and are preparing for upcoming phases of the plan.

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: April 2020

Office of the Commission Clerk

Cases Docketed: 1,034

- Parole Interviews, Reviews (112), Granted (5), Terminated (6), Denied (0), Released to Guidelines (0), Declined to authorize (2), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (4), Denied (2), Docketed (6)
- Conditional Release cases scheduled for Docket (745)
- Addiction Recovery cases scheduled for Docket (160)

Revocations

Revocations: 454

- Warrants Issued (108)
- Revocations Scheduled for Docket (145)
- Final Hearing Results Received, ROR granted, denied (48)
- Revoked or Reinstated, including ROR, NTA (153)

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

Victims' Services

Victims' Services: 951

- Victims requests for information on parole, conditional release, and conditional medical cases (271)
- Victims Located (29)
- Status updates to victims on parole, conditional medical, and clemency cases (620)
- Assisted victims who attended parole or clemency hearings (31)

Field Services

Field Services: 235

- Parole Interviews (111)
- Revocation Interviews (109)
- Revocation Hearings (15)

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: April 2020

- Submitted 57 requisitions, 15 security requests, 48 purchase requests, 6 work orders, 3 deliveries, 6 new hires, and 116 invoices.
- Presented budget analysis.
- Achieved 100% prompt payment compliance.
- Provided agency staff with safety/wellness information
- Logged in 30 Accounting vouchers.
- Attended Human Resource, STMS meeting, and FL Palm meetings.
- Attended conference calls and meetings and sent e-mails related to the COVID-19 list; assisted with information to provide to staff on COVID-19; determined who had and needed IT equipment due to COVID-19; determined how to handle mail and deliveries due to COVID-19; coordinated IT related support for telework due to COVID-19; reported daily on administrative hours and expenses due to COVID-19; purchased items due to COVID-19; responded to COVID-19 issues; tracked expenses and hours; procured laptops; secured cleaning vendors; coordinated delivery of supply orders during lockdown at various locations across the state; reported expenses to EOC daily; and coordinated and distributed hot spots and iPads.
- Maintained telework and Family Leave Act.
- Responded to audit requests for both VOCA grant and Auditor General.
- Held safety meeting.
- Audited mandatory share saving report
- Processed Families First Coronavirus Response Act leave request.
- Reviewed and approved telework request.
- Met with vendor regarding installing workstations.
- Set up Federal Express accounts for the regional offices.
- Reviewed and audited driver license and insurance information.
- Administration staff completed DEO Training and is working for DEO.
- Updated profiles in STMS and uploaded Capital Case contracts in FACTS.
- Executed the lease for the Miami office.

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: April 2020

During the month of April, the Office of the General Counsel generated twenty-nine (29) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to fourteen (14) public records requests.

During the month of April, the Commission received nineteen (19) 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.

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: April 2020

- 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 2020 Legislative Session Final Report.

Office of Communications

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

Accomplishments: April 2020

- Provided ongoing media relations.
- Composed internal messages to staff.
- Composed correspondence on behalf of the agency to external audiences.
- Coordinated and implemented the Commission's communication response to COVID-19.
- Wrote, edited, and disseminated COVID-19 policies and alerts.
- Attended management meetings.
- Completed ongoing updates to the Commission website.
- Provided proofreading and editing for agency policy documents.
- Attended parole hearings via teleconference.
- Completed and distributed spring employee newsletter.

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: April 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 informs applicants of the final clemency decision.
- 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 and legislative inquiries.
- OEC worked closely with the Office of Clemency Investigations on workflow efficiencies and staff assignments.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 72,576,427 inquiries with 5,504,089 searches for Restoration of Civil Rights (RCR) grants.
- 1,104,963 names were located, and 112,951 certificates have been printed.
- Currently, 378,194 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: April 2020

- Coordinated temporary teleworking arrangements, flexible work schedules, and distancing workstations; and implemented changing policies and workflow processes in response to the coronavirus (COVID-19) outbreak.
- Hired four new OPS Commission Investigators and conducted training with many recently hired investigators.
- Responded to requests from the Auditor General for information including policies, procedures, manuals, documents, and data.
- Prepared investigations for the upcoming quarterly Clemency Board Meeting and conducted quality assurance reviews of With investigations completed by field offices.

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- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- 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.