



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – July 2020*

## Chairman's Message

*Melinda N. Coonrod*

In the month of July, 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, fulfill our statutory duties, 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 staff into the offices of those 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.
- Scheduled special hearings for conditional medical release cases only.
- Informed staff of changes to Centers for Disease Control and Prevention (CDC) guidance regarding COVID-19.
- 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.

In the month of July, we updated our facility sanitation and safety policy and informed staff of additional changes the CDC made to their COVID-19 guidelines. We continue to hold commission hearings telephonically as well as additional hearings for conditional medical release (CMR) cases only.

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: July 2020

#### Office of the Commission Clerk

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Cases Docketed: 926

- Parole Interviews, Reviews (134), Granted (3), Terminated (2), Denied (0), Released to Guidelines (0), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (3), Denied (3)
- Conditional Release cases scheduled for Docket (667)
- Addiction Recovery cases scheduled for Docket (110)

#### Revocations

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Revocations: 429

- Warrants Issued (150)
- Revocations Scheduled for Docket (88)
- Final Hearing Results Received, ROR granted, denied (103)
- Revoked or Reinstated, including ROR, NTA (88)

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

#### Victims' Services

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Victims' Services: 1,454

- Victims requests for information on parole, conditional release, and conditional medical cases (345)
- Victims Located (52)
- Status updates to victims on parole, conditional medical, and clemency cases (1,018)
- Assisted victims who attended parole or clemency hearings (39)

#### Field Services

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Field Services: 289

- Parole Interviews (97)
- Revocation Interviews (159)
- Revocation Hearings (33)

## 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: July 2020

- Submitted 41 requisitions, 6 security requests, 41 purchase requests, 8 work orders, 0 deliveries, 2 new hires, and 120 invoices.
- Presented budget analysis.
- Achieved 100% prompt payment compliance.
- Provided agency staff safety/wellness information.
- Attended FL Palm meetings, administration team meeting, OPB meetings, FEMA meetings, and training call with a FIMS.
- Audited COVID -19 charge object timesheets and audited DEO charge object timesheets.
- Completed conference calls, meetings, and emails related to COVID-19. Assisted with information for staff about COVID-19. Determined who needed IT equipment. Coordinated IT related support for telework. Reported daily on administrative hours and expenses due. Purchased items, responded to issues, tracking expenses and hours, and secured cleaning supplies, PPE, disinfectant, and hand sanitizer for COVID-19 response. Reported to EOC expenses daily and submitted OPB reports. Reported COVID-19 to Governor's office weekly.
- Responded to audit requests for the Auditor General.
- Processed Families First Coronavirus Response Act leave requests and reviewed and approved telework requests.
- Reported to EOC expenses daily and reported COVID-19 to Governor's office weekly.
- Revised blanket travel authorization.
- Completed Veterans' Recruitment Plan Questionnaire for FY 2019–2020.
- Completed FY 2019–2020 Perquisite Reports/moving.
- Completed FDLE invoice survey.
- Assisted supervisors with Performance Evaluations and with Performance Expectations for FY 2020–2021.
- Administered capitol badge verification audit.
- Maintain daily telework request and log.
- Helped coordinate the GoTo Meeting video service for commission meetings.
- Ordered scanners for field employees to assist in workflow for teleworkers due to COVID-19.
- Administration provided information and data for the Commission COVID-19 "Story".
- Administration provided projections for FEMA COVID-19 expenses to OPB December 31, 2020.
- Completed SunPass Audit.
- Coordinated with CenturyLink on phone line for CI investigators and on forwarding all OCC calls to state cell phone.
- Resolved parking issues at Miami office by providing all staff access cards.
- Submitted 51 Smart Sheets to OPB for COVID-19.
- Updated voucher log, logging in 62 vouchers.
- Finalized COVID-19 safety agreements from all staff.
- Confirmed completed on-line DMS mandatory training from all staff.

## Monthly Accomplishments Report

- Sent out invoices to field for verification of cell phone assigned to them and finalized Verizon Invoices Audited MOU/MOA.
- Prepared custodial staff to acquire their own ID badge for FCOR access on the first floor rather than checking out access card daily.

### 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: July 2020

During the month of July, the Office of the General Counsel generated twenty-eight (28) court filings, including briefs, responses, proposed orders, notices, and motions. The Office of the General Counsel responded, through completion, to forty-four (44) public record requests.

During the month of July, the Commission received fifteen (15) positive orders, from state circuit court and state appellate 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: July 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.
- Conducted research on potential legislation for the 2021 legislative session.
- Drafted letters to the Governor, legislature, and Office of Program Policy Analysis and Government Accountability.

### Office of Communications

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

#### Accomplishments: July 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.
- Formatted, edited, and proofed the COVID-19 Agency Report.

## 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: July 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 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.
- OEC worked closely with the Office of Clemency Investigations on workflow efficiencies, staff assignments and items due at the close of the fiscal year.
- FCOR has received legislative funding for an upgrade to the MACNet database that maintains all clemency records. This office has worked closely with the Department of Corrections who administers this agency IT needs to facilitate the start of this year long project to upgrade MACNet.

### Webpage Statistics

- <https://FCOR.state.fl.us> has received 74,421,495 inquiries with 5,515,391 searches for Restoration of Civil Rights (RCR) grants.
- 1,107,403 names were located, and 113,614 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: July 2020

- Prepared investigations for upcoming Clemency Board Meetings and conducted quality assurance reviews of With investigations completed by field offices.
- Responded to requests from the Auditor General.
- Participated in multiple group meetings with Department of Corrections IT members on the clemency database upgrade.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.

## Monthly Accomplishments Report

- 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.
- Coordinated temporary teleworking arrangements, flexible work schedules, and distancing workstations.
- Implemented changing policies and workflow processes in response to the coronavirus (COVID-19) pandemic.
- Conducted training sessions with investigators.
- 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 Jimmy Patronis, Commissioner of Agriculture Nikki Fried.