



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – June 2020

Chairman's Message

Melinda N. Coonrod

In the month of June, 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.
- Scheduled special hearings for Conditional Medical Release cases only.
- Informed staff of changes to CDC guidance regarding COVID-19 symptoms.
- 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.

Additionally, in the month of June, we instituted a face mask requirement for all common areas in FCOR offices and additional in-office social distancing policies. We also continued to hold Commission hearings telephonically and will do so through July.

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: June 2020

Office of the Commission Clerk

Cases Docketed: 806

- Parole Interviews, Reviews (95), Granted (4), Terminated (0), Denied (0), Released to Guidelines (2), Declined to authorize (0), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (3), Denied (3), Docketed (7)
- Conditional Release cases scheduled for Docket (593)
- Addiction Recovery cases scheduled for Docket (106)

Revocations

Revocations: 384

- Warrants Issued (148)
- Revocations Scheduled for Docket (76)
- Final Hearing Results Received, ROR granted, denied (82)
- Revoked or Reinstated, including ROR, NTA (78)

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

Victims' Services

Victims' Services: 1,234

- Victims requests for information on parole, conditional release, and conditional medical cases (226)
- Victims Located (61)
- Status updates to victims on parole, conditional medical, and clemency cases (908)
- Assisted victims who attended parole or clemency hearings (39)

Field Services

Field Services: 223

- Parole Interviews (72)
- Revocation Interviews (139)
- Revocation Hearings (12)

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: June 2020

- Submitted 66 requisitions, 15 security request, 70 purchase request, 5 work orders, 0 deliveries, 0 new hires, and 128 invoices.
- Presented the budget analysis.
- Achieved 100% prompt payment compliance.
- Provided agency staff safety/wellness information.
- Attended FL Palm meetings, administration team meeting , OPB meetings, Attendance & Leave Community of Interest, Performance & Talent Management, Class & Org Structure COI Meeting, Human Resource Officers' Meeting, Employee Relations Meeting, EEO/AA Community Recruitment and Selection, and FEMA Releases COVID-19 Operational Guidance for Hurricane Season.
- Audited COVID-19 charge object timesheets and audited DEO charge object timesheets.
- Participated in conference calls, meetings, and emails related to COVID-19. Assisted with information to provide to staff on 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, securing cleaning supplies, PPE, disinfectant, hand sanitizer for COVID-19 response. Reported to EOC expenses daily, completed OPB reports and SERT reports. Submitted COVID-19 report to Governor's office weekly. Coordinated distribution of laptops to Central Office for telework and professional cleaning at Central Office due to COVID-19. Monitored agreements of staff for COVID-19 information sent out.
- Responded to audit requests for the auditor general.
- Processed Families First Coronavirus Response Act leave request and reviewed and approved telework request.
- Prepared and submitted a budget amendment.
- Completed 2019–2020 savings sharing questionnaire.
- Procured thermometers for central office and field staff and file cabinet keys for Clemency Investigations.
- Coordinated with Cube Vendors on installations and removed and remounted name holders due to cube installation.
- Processed Capital Case Attorneys Amendments and uploaded Capital Case amendments in FACTS.
- Updated Profiles in STMS.
- Completed blanket travel authorization.
- Sent out request for all approved staff to drive for FCOR to complete Defensive Driving Training and notifying staff whose car insurance or driver license has expired.
- Updated FDLE Falcon Employee List to remove staff who have been terminated.
- Sent out mandatory on-line training email for DMS courses for fiscal year 2019–2020.

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: June 2020

During the month of June, the Office of the General Counsel generated thirty (30) court filings, including briefs, responses, proposed orders, notices, and motions. The Office of the General Counsel responded, through completion, to thirty-two (32) public records requests.

During the month of June, the Commission received five (5) positive orders from state circuit court and federal district 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: June 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.
- Finalized 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: June 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.

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: June 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 ensured that proper notification of the cancelation of the June 17th Executive Clemency Meeting due to COVID-19 was completed.
- OEC worked closely with the Office of Clemency Investigations on workflow efficiencies, staff assignments, and items to complete before the end of the fiscal year.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 74,942,745 inquiries with 5,519,439 searches for Restoration of Civil Rights (RCR) grants.
- 1,108,167 names were located, and 113,890 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 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: June 2020

- Prepared investigations for upcoming quarterly Clemency Board Meeting and conducted quality assurance reviews of With investigations completed by field offices.
- Conducted criminal history reviews and developed information to produce the annual Restoration of Civil Rights Recidivism Report provided to the Clemency Board.

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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.
- Coordinated temporary teleworking arrangements, flexible work schedules, and distancing workstations; and implemented changing policies and workflow processes in response to the coronavirus (COVID-19) pandemic.
- Conducted training sessions with investigators.
- Responded to requests from the auditor general.
- 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.