



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – March 2020

Chairman's Message

Melinda N. Coonrod

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

In response to 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 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.

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: March 2020

Office of the Commission Clerk

Cases Docketed: 786

- Parole Interviews, Reviews (85), Granted (5), Terminated (1), Denied (0), Released to Guidelines (0), Declined to authorize (2), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (0), Denied (2), Docketed (2)
- Conditional Release cases scheduled for Docket (573)
- Addiction Recovery cases scheduled for Docket (118)

Revocations

Revocations: 537

- Warrants Issued (155)
- Revocations Scheduled for Docket (128)
- Final Hearing Results Received, ROR granted, denied (113)
- Revoked or Reinstated, including ROR, NTA (141)

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

Victims' Services

Victims' Services: 1,187

- Victims requests for information on parole, conditional release, and conditional medical cases (243)
- Victims Located (32)
- Status updates to victims on parole, conditional medical, and clemency cases (870)
- Assisted victims who attended parole or clemency hearings (42)

Field Services

Field Services: 266

- Parole Interviews (75)
- Revocation Interviews (158)
- 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: March 2020

- Submitted 30 requisitions, 20 security requests, 29 purchase requests, 11 work orders, 3 deliveries, 10 new hires, and 116 invoices.
- Presented the budget analysis.
- Achieved 100% prompt payment compliance.
- Provided agency staff safety/wellness information.
- Logged in 82 Accounting vouchers.
- Attended Human Resource and FL Palm meetings.
- Participated in conference calls, meetings, and e-mails related to COVID-19.
- Created a telework eligibility form and telework agreement; maintained telework employee list; managed sick leave donations; and assisted with drafting information to provide to staff on COVID-19.
- Updated position descriptions.
- Responded to audit requests.
- Verified annual reports on the website (Secretary of State has a copy of each and made two sets of the reports.).
- Processed paperwork for retention schedule for FY 2017–18 vouchers.
- Met with DOC and DOE regarding misdirected mail due to COVID-19.
- Determined who had and who needed IT equipment due to COVID-19.
- Instructed central office on 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.
- Reviewed fire drill evacuation.
- Coordinated with DMS for phone conference accounts due to COVID-19.
- Purchased items due to COVID-19.
- Coordinated with Sundown from Precision Locksmith on keypad handle for cart room.
- Submitted hot water request for bathrooms to DMS due to COVID-19.
- Coordinated with IT for employee email access instructions.
- Coordinated with DMS on AMP agreements for new cubicles.
- Installed and set-up new phone.
- Assisted with revocations.
- Assisted capital case attorneys and contracts.
- Updated profiles in STMS and attended STMS reports workshop.
- Uploaded capital case contracts in FACTS.
- Submitted executive number 20-44 to VOCA.

Monthly Accomplishments Report

- Submitted 2020 property survey.
- Modified the Jacksonville lease.
- Reported to EOC expenses daily.
- Coordinated and distributed hot spots an iPads.

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: March 2020

During the month of March, the Office of the General Counsel generated fifty-eight (58) court filings, including briefs, responses, motions, orders, and notices. The Office of the General Counsel responded, through completion, to sixty-six (66) public records requests.

During the month of March, the Commission received thirteen (13) 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: March 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.
- Attended budget conference meetings of the legislature.
- Met with legislators and legislative staff to discuss Commission priorities.
- Met with legislative committee staff to discuss an amendment to the Commission's legislative budget request.
- Met with legislators to discuss a discrepancy between the House and Senate budget proposals regarding rent for the Miami office.
- In the budget passed by the legislature, FCOR maintained its base funding with a few additions:
 - \$24,739 funds for rent for the Miami office space;
 - \$24,821 to replace one of the state vehicles; and
 - \$376,250 for a new clemency database (MACnet).

Office of Communications

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

Accomplishments: March 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.
- Coordinated and implemented the Commission's communication response to COVID-19.
- Wrote, edited, and disseminated COVID-19 policies and alerts.
- Set-up a phone hotline to communicate our operational status in response to COVID-19 to the public.
- Attended management meetings.
- Completed ongoing updates to the Commission website.

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: March 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 notified all applicants set on the April 8, 2020, clemency meeting agenda that the meeting has been postponed due to COVID-19 outbreak. The April 8, 2020, clemency meeting date was removed from FCOR's website.
- OEC worked closely with the Office of Clemency Investigations on workflow efficiencies and staff assignments.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 71,265,943 **inquiries** with 5,495,363 searches for Restoration of Civil Rights (RCR) grants.
- 1,103,336 names were located, and 112,430 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: March 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.
- Attended meetings and provided training to Department of State in reviewing court records and related databases.
- Administrative Analyst, Caroline Goodner, conducted two full days of training related to clemency investigations for the Region 4 Miami / Ft. Lauderdale / Stuart field offices.
- Met with auditors of the Auditor General and responded to requests for information including policies, procedures, documents, and data.
- Hired four new OPS Commission Investigators and conducted training with several recently hired investigators; promoted two OPS Commission Investigators to Supervisors.
- Prepared investigations for the upcoming quarterly Clemency Board Meeting and conducted quality assurance reviews of With investigations completed by field offices.
- 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.