



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – May 2020*

## Chairman's Message

*Melinda N. Coonrod*

In the month of May, 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 May, we've revised our internal response to COVID-19 as the situation has evolved and maintained our commitment to practices for a safe and healthy work environment that includes cleaning and sanitation, social distancing through remote work, and other recommended strategies.

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: May 2020

#### Office of the Commission Clerk

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Cases Docketed: 544

- Parole Interviews, Reviews (54), Granted (6), Terminated (0), Denied (0), Released to Guidelines (0), Declined to authorize (2), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (6), Denied (2), Docketed (8)
- Conditional Release cases scheduled for Docket (411)
- Addiction Recovery cases scheduled for Docket (63)

#### Revocations

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Revocations: 273

- Warrants Issued (94)
- Revocations Scheduled for Docket (54)
- Final Hearing Results Received, ROR granted, denied (66)
- Revoked or Reinstated, including ROR, NTA (59)

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

#### Victims' Services

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Victims' Services: 851

- Victims requests for information on parole, conditional release, and conditional medical cases (195)
- Victims Located (23)
- Status updates to victims on parole, conditional medical, and clemency cases (621)
- Assisted victims who attended parole or clemency hearings (12)

#### Field Services

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Field Services: 187

- Parole Interviews (60)
- Revocation Interviews (114)
- Revocation Hearings (13)

## 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: May 2020**

- Submitted 52 requisitions, 20 security request, 44 purchase request, 6 work orders, 0 deliveries, 5 new hires, and 115 invoices
- Presented the budget analysis.
- Achieved 100% prompt payment compliance.
- Provided agency staff with safety/wellness information.
- Attended human resource, STMS meeting, FL Palm meetings, quarterly meeting of the Interagency Advisory Council on Loss Prevention, and administration team meeting.
- Participated in conference calls, meetings, and e-mails related to COVID-19. Assisted with information for staff on COVID-19. Determined who needed IT equipment. Coordinated IT-related support for telework. Reported daily on administrative hours and expenses due to COVID-19. Purchased items, responded to issues, tracked expenses and hours, procured laptops, and secured cleaning supplies related to COVID-19. Obtained additional laptops and coordinated distribution of laptops to CO and the field for telework due to COVID 19.
- Researched, located and purchased PPE, disinfectant, and hand sanitizer for COVID-19 response. Reported to EOC expenses daily. Submitted OPB reports and SERT reports. Completed FEMA training for COVID-19. Submitted COVID-19 report to Governor's office on a weekly basis.
- Responded to numerous audit requests for the Auditor General. Set up and provided information or auditors to work at FCOR central office.
- Processed Families First Coronavirus Response Act leave request.
- Reviewed and approved telework request.
- Revised information technology procedure directive.
- Prepared and submitted a budget amendment.
- Revised the new employee check off list form and the veteran preference form.
- Created FFCRA child confirmation form.
- Conducted audit for mandatory share savings training and for updated position descriptions.
- Completed capital case attorneys' contracts and amendments and updated capital case contracts in FACTS
- Submitted Executive Number 20-44 to Governor's Office.
- Reported to EOC expenses on a daily basis and report COVID-19 to Governor's office weekly.
- Coordinated with CenturyLink for phone line installs for OCC cubes.
- Assisted with DEO reemployment assistance program.
- Conducted audit for wireless devices.

## 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: May 2020**

During the month of May, the Office of the General Counsel generated forty-seven (47) court filings, including briefs, responses, proposed orders, notices, and motions. The Office of the General Counsel responded, through completion, to twenty-one (21) public records requests.

During the month of May, the Commission received twenty (20) 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: May 2020**

Conducted ongoing legislative constituent relations regarding various Commission functions.

- Responded to questions from legislators regarding various Commission functions related to COVID-19.
- Continued drafting 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: May 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: May 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 and staff assignments.

### Webpage Statistics

- <https://FCOR.state.fl.us> has received 73,774,835 inquiries with 5,511,094 searches for Restoration of Civil Rights (RCR) grants.
- 1,106,385 names were located, and 113,360 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](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: May 2020

- 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.

## Monthly Accomplishments Report

- 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.
- Hired one new OPS Commission Investigator and conducted training with many recently hired investigators.
- Responded to requests from the Auditor General for information including policies, procedures, manuals, documents, and data.
- 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.