



# THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

*Monthly Accomplishments Report – September 2020*

## Chairman's Message

*Melinda N. Coonrod*

In the month of September, the Florida Commission on Offender Review (FCOR) was successful in meeting our goals and achieving our mission across all divisions. We've maintained our COVID-19 policies and our dedication to following appropriate guidance. We continue to hold commission hearings telephonically as well as additional hearings for conditional medical release (CMR) cases only. Additionally, we held our annual Commission Business meeting telephonically and completed and submitted our Long Rang Program Plan for FY 21–22.

In response to 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.

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: September 2020

#### Office of the Commission Clerk

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Cases Docketed: 778

- Parole Interviews, Reviews (99), Granted (0), Terminated (5), Denied (0), Released to Guidelines (0), Declined to authorize (1), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (2), Denied (4)
- Conditional Release cases scheduled for Docket (577)
- Addiction Recovery cases scheduled for Docket (90)

#### Revocations

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Revocations: 502

- Warrants Issued (157)
- Revocations Scheduled for Docket (110)
- Final Hearing Results Received, ROR granted, denied (126)
- Revoked or Reinstated, including ROR, NTA (109)

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

#### Victims' Services

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Victims' Services: 1,191

- Victims requests for information on parole, conditional release, and conditional medical cases (343)
- Victims Located (44)
- Status updates to victims on parole, conditional medical, and clemency cases (769)
- Assisted victims who attended parole or clemency hearings (35)

#### Field Services

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Field Services: 297

- Parole Interviews (83)
- Revocation Interviews (174)
- Revocation Hearings (40)

## 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: September 2020

- Submitted 15 requisitions, 7 security requests, 14 purchase requests, 6 work orders, 1 delivery and 66 invoices.
- Presented the budget analysis.
- Achieved 100% prompt payment compliance.
- Provided agency staff safety/wellness information.
- Submitted Business Report.
- Complete safety inspection.
- Attended FL Palm meetings, administration team meeting, OPB meetings, FEMA meetings, MAC database meetings, IAC Meeting, State of Florida Employee Assistance Program meeting, open Enrollment HRO Kick-Off Meeting, Recruitment and Selection Community of Interest Meeting, Employee Relations Community of Interest Meeting, Classification & Org Structure Community of Interest Meeting, Attendance and Leave Community of Interest Meeting, Human Resource Officers' Meeting, FCOR Safety Meeting, EEO/AA Community of Interest Performance Management Community of Interest meeting, and FCOR Business meeting.
- Participated in conference calls, meetings, and e-mails related to the COVID-19. Assisted with information to provide to staff on COVID-19. Coordinated IT related support for telework, reported daily on administrative hours and expenses due, purchased items, responded to issues, tracked expenses and hours. Reported to EOC expenses daily and reported COVI-19 to Governor's office weekly. Kept telework request and log daily. Processed Families First Coronavirus Response Act leave request. Reviewed and approved telework request. Coordinated COVID-19 cleaning for Central Office. Responded to audit requests for the Auditor General and submitted 6 Smart Sheets to OPB for COVID-19.
- Worked on drafting the LRPP and LBR.
- Provide information for legislative questions.
- Submitted Smart Sheets to OPB for COVID-19.
- Coordinated FRS Webinar for FCOR employees.
- Assisted with questions pertaining 2021 Open Enrollment.
- Coordinated Open enrollment information for FCOR Intranet.
- Submitted 1099 Representation Checklist.
- Participated in VOCA grant budget and conference calls.
- Sent out invoices for verification of cell phone use.
- Finalized certificates for employee's years of service and other awards.
- Audited driver license and insurance information on employees who use state, rental, or personal vehicles for FCOR business.

## Monthly Accomplishments Report

- Set up Verizon Business account to process invoices received monthly.
- Notified FDLE for terminations to be removed off the FALCON list.
- Update Procedure Directive 2.01.04—Mobile and Wireless Communication.
- Updated Procedure Directive 2.01.03—Tangible Personal Property.
- Contacted the Lion’s Club for pickup of recycled toner cartridges.
- Coordinated with CenturyLink on call forwarding access for Clemency Investigations and Executive Clemency.
- Coordinated combining Suncom invoices.
- Completed Attractive Property Inventory.

### 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: September 2020**

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

During the month of September, the Commission received nine (9) positive orders, from state circuit 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: September 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.
- Drafted language for the Commission's Long Range Program Plan.
- Met with Senate committee staff to discuss the Commission's Legislative Budget Request.

### Office of Communications

#### **Accomplishments: September 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.
- Completed the Commission's Long Range Program Plan.
- Provided materials for and attended the Commission's Business Meeting.

## 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: September 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. Communication was maintained with the Executive Board on determining upcoming clemency meetings.
- OEC maintains multiple phone lines and a web email account that are staffed daily to answer inquiries. This office has received an influx of inquiries relating to voting issues due to the upcoming elections.
- 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 requests and legislative inquiries.
- FCOR has received legislative funding for an upgrade to the MACNet database that maintains all clemency records. This office has met with Department of Corrections' Information Technology section multiple times per week through the Teams application allowing for sharing of the database screens to defining the scope of this project. This project is running at a fast pace due to the requirement to complete the project by the conclusion of the fiscal year.
- OEC coordinated the Executive Clemency meeting held on September 23, 2020. Due to COVID-19, all applicants were notified via telephone and provided details about the meeting and COVID-19 guidelines. Although the Capitol was closed due to COVID-19, arraignments were made to open for the Executive Clemency Meeting. OEC worked extensively with Capitol DMS staff and FDLE to ensure all COVID-19 guidelines were followed. Staff ensured social distancing was maintained in the Cabinet Room.

### **Webpage Statistics**

- <https://FCOR.state.fl.us> has received 76,486,173 inquiries with 5,534,298 searches for Restoration of Civil Rights (RCR) grants.
- 1,111,134 names were located, and 114,569 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: September 2020**

- On September 23, 2020, the Governor and Cabinet, sitting collectively as the Clemency Board, held its first quarterly Clemency Board Meeting of 2020. The Commission completed and submitted 82 in-depth clemency investigations for consideration by the Board. The Chairman, accompanied by Clemency Investigations' staff, provided detailed information related to the Confidential Case Analyses and processes to the Board Members in response to their inquiries.
- Prepared investigations for upcoming Clemency Board Meetings and conducted quality assurance reviews of With investigations completed by field offices.
- Participated in multiple group meetings with Department of Corrections IT members on the clemency database upgrade.
- Held bimonthly conference call with the Regional Administrators and Supervisors related to procedures for conducting clemency investigations.
- Conducted investigations on Requests for Review for Commutation of Sentence cases.
- Conducted investigations on Restoration of Civil Rights Without a Hearing cases.
- Conducted eligibility reviews on applications referred for investigation from the Office of Executive Clemency.
- Provided assistance and support related to eligibility determinations and clemency investigation procedures to Field Services staff.
- Responded to requests from the Auditor General.
- Presented section report at annual Business Meeting. Congratulations to Caroline Goodner, Administrative Analyst, for being recognized as Statewide Employee of the Year.
- 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.