



THE FLORIDA COMMISSION ON OFFENDER REVIEW

SERVING THE CITIZENS OF FLORIDA SINCE 1941

Monthly Accomplishments Report – August 2020

Chairman's Message

Melinda N. Coonrod

In the month of August, 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 August, we 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.

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: August 2020

Office of the Commission Clerk

Cases Docketed: 532

- Parole Interviews, Reviews (66), Granted (2), Terminated (4), Denied (0), Released to Guidelines (1), Declined to authorize (1), Rescinded/Reparoled (0)
- Conditional Medical Release Granted (6), Denied (4)
- Conditional Release cases scheduled for Docket (388)
- Addiction Recovery cases scheduled for Docket (60)

Revocations

Revocations: 382

- Warrants Issued (152)
- Revocations Scheduled for Docket (59)
- Final Hearing Results Received, ROR granted, denied (105)
- Revoked or Reinstated, including ROR, NTA (66)

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

Victims' Services

Victims' Services: 1,195

- Victims requests for information on parole, conditional release, and conditional medical cases (300)
- Victims Located (68)
- Status updates to victims on parole, conditional medical, and clemency cases (799)
- Assisted victims who attended parole or clemency hearings (28)

Field Services

Field Services: 281

- Parole Interviews (85)
- Revocation Interviews (166)
- Revocation Hearings (30)

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: August 2020

- Submitted 24 requisitions, 10 security request, 19 purchase request, 3 work orders, 0 deliveries, and 65 invoices
- Presented budget analysis.
- Achieved 100% prompt payment compliance.
- Provided agency with staff safety/wellness information.
- Attended FL Palm meetings, Administration team meeting, OPB meetings, FEMA meetings, and IAC Meeting.
- Audited COVID-19 charge object timesheets and audited DEO charge object timesheets.
- Participated in conference calls, meetings, and e-mails related to the 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. Tracked expenses and hours. Secured cleaning supplies, PPE, disinfectant, and hand sanitizer for COVID 19 response. Coordinated office cleaning and distributed masks to all staff in central and field offices.
- Responded to audit requests for the auditor general.
- Reviewed and approved Families First Coronavirus Response Act leave requests and telework requests.
- Reported to EOC expenses daily and reported COVID to Governor's office weekly.
- Kept telework request and log daily.
- Updated and added in fiscal information for the Commission COVID-19 "Story".
- Attended weekly MAC database IT meetings.
- Updated accounting files in excel for FY 2020-21.
- Prepared employee's years of service and other awards for upcoming business meeting.
- Audited driver's license and insurance information for staff that use state, rental, or personal vehicles for business.
- Coordinated Capitol badge review of FCOR employees.
- Confirmed annual telework agreements are in place for FY 20/21.
- Completed CenturyLink programming phone lines for CI.
- BizHubs replaced in Central Office.
- Updated all vehicle logs in FLEET System.
- Drafted business report.
- Worked on drafting the LRPP and LBR.
- Provide information for legislative questions.
- Review draft LRPP sourcebook.

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- Attended three FEMA webinars and reviewed 80 plus pages FEMA manual.
- Submitted Smart Sheets to OPB for COVID-19.

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: August 2020

During the month of August, the Office of the General Counsel generated thirty-four (34) court filings, including briefs, responses, proposed orders, notices, and motions. The Office of the General Counsel responded, through completion, to twenty-three (23) public record requests.

During the month of August, the Commission received nine (9) 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: August 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.
- Responded to information requests from legislative committee staff regarding clemency.
- Drafted language for the Commission's Legislative Budget Request.
- Drafted language for the Commission's Long Range Program Plan.
- Completed the Legislative Affairs portion of the Commission's Business Meeting report.

Office of Communications

Accomplishments: August 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.
- Began drafting the Commission's Long Range Program Plan.
- Prepared for the Commission's Business Meeting

- Updated the Commission's COVID-19 Agency Response Report.
- Published the summer newsletter.

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: August 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.

Webpage Statistics

- <https://FCOR.state.fl.us> has received 75,564,567 inquiries with 5,552,274 searches for Restoration of Civil Rights (RCR) grants.
- 1,109,076 names were located, and 114,065 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: August 2020

- Prepared investigations for upcoming Clemency Board Meetings and conducted quality assurance reviews of With investigations completed by field offices.

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- 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.
- 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.
- 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.