

REQUEST FOR PROPOSAL – PROFESSIONAL SERVICES

STAYTON CITY PROSECUTOR

The City of Stayton (the "City") is soliciting Proposals for an attorney licensed in Oregon to serve as the City Prosecutor. The City is interested in establishing an ongoing relationship with an attorney to ensure high quality, necessary, responsive, timely and cost-efficient legal services for the City at the City's Municipal Court. We expect that the attorney chosen will be experienced in the type of legal services required for an Oregon Municipality.

The City is seeking an attorney that can establish and maintain successful communication and coordination with law enforcement, the Municipal Court Judge, Municipal Court Staff and, as needed, defense attorneys and Marion County Courts.

A. INTRODUCTION

Currently, criminal cases occurring within the city of Stayton are cited into Marion County Court. However, beginning July 1, 2024, the City plans to begin citing the following criminal matters into our Municipal Court:

- a. Criminal Mischief III
- b. Disorderly Conduct I
- c. Disorderly Conduct II
- d. Driving While Suspended –Misdemeanor
- e. Furnishing Alcohol to a Minor
- f. Harassment –Non-Sexual and Non-Domestic Violence Related Only
- g. Offensive Littering
- h. Telephonic Harassment that is not related to a Domestic Violence incident
- i. Trespass I
- j. Trespass II
- k. Theft II
- l. Theft III
- m. Fail to Carry and Present

The City is seeking a City Prosecutor to process these cases. Municipal Court is currently held on Wednesdays, and, at this time, it is not anticipated the number of cases will result in the need for court on additional days. It is anticipated there will be approximately three (3) to five (5) cases per month cited into Municipal Court in need of a City prosecutor.

B. SCOPE OF WORK AND SCHEDULE

- Attorney shall be required to attend court sessions, as needed, up to two (2) to three (3) Wednesday afternoons per month from 1:00 p.m. to 5:00 p.m. or until the Court's docket is concluded. Attorney shall come to court sessions prepared to proceed in all matters. Attorney shall maintain a regularly scheduled time to be available to defense attorneys prior to each court session to facilitate efficient use of court time, as well as promptly respond to communications from defense attorneys related to cases before

Stayton Municipal Court.

- Attorney shall be available for the scheduling of court and jury trials, as needed, outside of the regularly scheduled court docket.

Attorney's duties may include, but are not limited to the following:

- Representing the City for all code and state statute offenses that are filed in the Municipal Court. This involves all jury cases where the defendant is represented by an attorney.
- Prepares and tries criminal cases for the City and conducts a variety of trial preparation and casework. Reviews police reports, interviews witnesses and complainants to determine appropriateness of filing criminal charges, provides discovery to defendants and attorneys.
- Prepares all complaints and information.
- Ensure that subpoenas are served to witnesses.
- Negotiates with defendants and/or attorneys, consults with involved officer(s) and victim(s).
- Provides prosecution services in and out of custody arraignments and settlement conferences.
- Advise Police Department on investigative processes.
- Attend pretrial conferences with defendants, defense attorney and judges, negotiate settlements.

C. MINIMUM REQUIREMENTS

1. The attorney shall be licensed to practice law in the State of Oregon. A period of two (2) years preceding the proposed appointment is preferred, and the attorney must be eligible to appear before all Municipal and State courts in Oregon.
2. Must have a minimum of five (5) years of criminal prosecution experience, with a proficient understanding of Oregon case law, Oregon criminal law and Oregon Vehicle Code.
3. Must provide a list of past and present municipal or government authorities represented. Where possible, include the name and contact information of a person at the entity familiar with your work there.
4. Must provide three (3) professional references with preferred contact information.
5. Must maintain full professional liability coverage as directed by the Oregon State Bar and general office liability insurance throughout the duration of time served and shall furnish a certificate evidencing the dates, amounts and types of insurance.
6. Attorney shall understand and have experience complying with laws and practices governing a prosecutor's duty to obtain and disclose all required discovery for defense attorneys. Attorney shall have experience effectively and efficiently litigating cases with

pro se defendants such that results reflect typical court outcomes and not litigant inexperience. Attorney shall have experience utilizing electronic discovery mechanisms and communication with statewide agencies as needed to the end of expediting the discovery process.

D. INSTRUCTIONS

- A proposal should include a cover letter and resume outlining the candidate's credentials and experience.
- Additionally, please include an Oregon State Bar "Certificate of Good Standing" or other similar document evidence that the Bar license is not presently suspended or revoked.
- Proof of insurance coverage shall also be provided with the proposal. All materials shall be submitted in one proposal package.
- Proposals must be received by 5:00 p.m. on February 12, 2024. At the City's discretion, proposals submitted after the due date and time may be considered.
- Proposals should be submitted via email to municipalcourt@staytonoregon.gov or delivered to: Stayton City Hall, 362 N. 3rd Avenue, Stayton, Oregon 97383