



City of Monroe

Police Department

REQUEST FOR QUALIFICATIONS AND PROPOSAL

City of Monroe

Legal Services - Prosecutor

The City of Monroe seeks proposals from qualified attorneys to be appointed as Prosecutor for the City.

DUTIES:

The Prosecutor represents the City in the prosecution of all misdemeanor criminal violations; communicates with the City's Police Department to make filing decisions on criminal cases and to advise on the conduct of investigations, seizures, trial preparation and related matters; provides regular update training to police personnel on matters pertaining to changes in criminal law and the conduct of business in Evergreen District Court; interviews witnesses and victims of crimes; advises victims regarding their rights and responsibilities; reviews criminal misdemeanor and gross misdemeanor cases; municipal code violations; represents the City at arraignments, pre-trial hearings, bench and jury trials; makes appropriate sentencing decisions and recommendations to the Court; prepares and presents legal memorandums and other documents for court cases; processes discovery and related records disclosure requests; prepares subpoenas, jury instructions and other related documents; represents and advises the City with Victim Advocacy interests; performs other related duties as required. The Prosecutor is responsible for all aspects, including but not limited to case management, sentencing and appeal, in the prosecution of misdemeanor and gross misdemeanor criminal violations.

QUALIFICATIONS:

The Prosecutor must be an attorney admitted to the practice of law in the State of Washington with a minimum of five (5) years experience that must include significant trial experience. Experience in the prosecution of criminal and infraction matters is highly desirable. Experience involving violations of municipal or county ordinances is preferred.

COMPENSATION/HOURS OF WORK:

The City of Monroe and Prosecutor will enter into a professional services agreement that will provide for a compensation formula. The City will provide a copy of the Monroe Municipal Code to the Prosecutor.

Evergreen District Court may hold sessions at various times throughout the week to accommodate legal requirements and customer needs. Total hours worked may vary based upon court activity, court procedures, and individual prosecutor service approach. The Prosecutor must be reasonably available for night and weekend (24 / 7) contact by police personnel.

CONTRACT TERM:

The City of Monroe desires a three-year contract period that may be renewed for successive 3-year periods. Each renewal requires City Council authorization.

SUBMITTAL REQUIREMENTS:

Attorneys responding to this Request for Qualifications are encouraged to provide resumes, letters of recommendations, references, any appropriate writing sample, and suggested billing arrangements including either a flat monthly fee (preferred) or hourly rates. Also, provide written response to the following questions:

1. What steps will you take as Prosecutor to assure that violators are prosecuted to the full extent of our community's standards?
2. Please discuss fully your philosophy pertaining to plea bargaining and how you would apply it in this position.
3. How would you describe the role of the City Prosecutor and its relationship to the Court, Police Department, victims, witnesses and the community?
4. As Prosecutor how will you handle subpoenas, discovery and related public disclosure requests?
5. What level of availability would you have to staff during both working and off hours?
6. What steps would you take to assure a timely resolution of cases, staff requests and related matters?

Please submit your proposal to the City of Monroe, Attention Debbie Willis, Administrative Director, 818 West Main Street, Monroe, WA 98272 by **January 5, 2009**.

SELECTION PROCESS:

All proposals will be reviewed and screened with the top candidates invited to an interview. Appointment will occur after approval of the professional services contract by the City Council. This Request of Qualifications is not an offer of employment. The City reserves the right to vary from the qualifications requested, to consider applicants who do not meet the qualifications and to reject all applicants. If you should have any questions regarding the position or the selection process, please contact Debbie Willis, 360-863-4579.

The City of Monroe is an equal opportunity employer, and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.