

# City of Hermiston Prosecutor Request for Proposals



**Municipal  
Court**

## **Summary**

The City of Hermiston is looking to fill a contracted part-time City Prosecutor position. We invite attorneys with criminal prosecution experience or those looking to gain experience to apply. The position advances the City's goals to improve public safety and quality of life for residents by prosecuting misdemeanors, traffic crimes, and city code violations, as well as preparing and participating in trials, hearings and other proceedings before the Hermiston Municipal Court and Umatilla County Circuit Court. The City is interested in contracting with an attorney commencing on May 1<sup>st</sup>, 2024 for one (1) year and two (2) months, with the option to extend the contract with the mutual agreement of the parties for an additional one-year period. The City expects to establish an ongoing relationship that ensures high quality, responsive, and timely legal services.

## **Scope of Work**

The City Prosecutor will represent the City of Hermiston in all phases of prosecution of cases in the Municipal Court including investigation, arraignments, pre-trial hearings, motions, bench and/or jury trials, sentencing, review hearings and appeals. The City Prosecutor will be responsible for contacting victims in cases filed. The City Prosecutor shall advise the Hermiston Police Department in criminal law matters and review all police department cases presented to the City Prosecutor.

The City Prosecutor manages his/her own caseload, makes charging decisions, conduct plea negotiations, and make sentencing recommendations consistent with City policy. The City Prosecutor will handle approximately 400-500 criminal cases per year. The City Prosecutor will work cooperatively with the Hermiston Police Department, Hermiston Municipal Court, the City Attorney and defense attorney(s).

The Prosecutor will represent the City in the following types of cases:

- Misdemeanor criminal cases in Municipal Court.
- Represent the City on violation matters in which the defendant is represented by counsel.
- Probation revocation and Contempt of Court cases
- Attending all Municipal Court sessions in which cases represented by the Prosecutor are scheduled (Approximately 4- 8 hours per week. The Court Administrator will work with all involved parties to create a consistent docket/schedule for the calendar year.)
- Appeals of convictions from Hermiston Municipal Court filed in Umatilla County Circuit Court

The City Prosecutor will follow through with sentencing procedures and non-compliance post-sentencing matters. The City Prosecutor is responsible for providing all discovery materials to defense attorneys and/or defendants.

**Minimum Qualifications**

- Must pass a pre-employment background check.
- Must pass a criminal background check necessary to obtain Criminal Justice Information System (CJIS) clearance and Law Enforcement Data System (LEDS) certification within 30 days of hire. Clearance must be maintained throughout contracted position.
- Admission and good standing with the Oregon State Bar.
- Maintain full professional liability coverage as directed by the Oregon State Bar throughout the duration of time served.

**Compensation**

Any attorney selected for these services shall be paid as an independent contractor without benefits. The monthly compensation rate will begin at \$7,200.00 and may be negotiable dependent on experience and the criminal workload for the City of Hermiston. The city may consider alternative options such as an hourly rate or individual case fee. The City Prosecutor will not be included in any public employee pension system and is not provided medical benefits. The City does provide a laptop, office space, and case management software for the Prosecutor position.

**Proposal Submission**

Interested candidates should provide the following as part of their proposal:

- A letter of interest outlining the candidate’s credentials, experience and interest in the position.
- Description of guidelines of how the attorney’s caseloads will be monitored and how the workload responsibilities of the City will be accommodated and prioritized in relationship to other contracts or obligations.
- Compensation amount requested.

Please send the proposal to Municipal Court Administrator, Jillian Viles. These can be submitted via email to [jviles@hermiston.gov](mailto:jviles@hermiston.gov) or can be delivered to the Hermiston Municipal Court, 180 NE 2<sup>nd</sup> Street., Hermiston, OR 97838. A first review of proposals will occur on **Friday, March 1<sup>st</sup>, 2024**. The City, at its discretion, may conduct interviews with interested candidates.

**Selection Criteria**

The selection of the prosecutor will be based on the ability of the proposer to best meet the requirements established in this request for proposals. In the evaluation process, the City will consider the qualifications of the specific proposer, including the history of successfully fulfilling contracts of this type, experience with similar work, ability and history of meeting deadlines. The City will also consider the completeness of the written proposal.

**Additional Terms and Conditions**

The City shall not be responsible for any costs incurred by a firm or attorney in preparing, submitting, or presenting its response to this RFP. The City reserves the right to reject any and all proposals and to waive minor irregularities in any proposal. The City reserves the right to request clarification of information submitted and to request additional information from any proposer.