

## **ATTACHMENT A**

### **Scope of Work**

For the term of this contract and any subsequent extensions, Contractor will provide prosecutorial services to the City of Molalla consisting of the following:

- Attend and perform prosecutorial services during court sessions as legal representative of City.
- Review all police reports, related documents and evidence in all cases submitted for municipal prosecution.
- Screen all cases and prepare all legal documents, including criminal complaints in preparation for prosecution.
- Ensure a timely response to discovery requests and requests for information.
- Draft reasoned memoranda in support of motions.
- Develop reasoned persuasive arguments and orally present same in court.
- Analyze and apply legal precedent.
- Negotiate cases on terms in the public interest.
- Prepare and present all necessary pre-trial motions and post-trial motions and other documents to ensure enforcement of court orders.
- Document additional billings associated with hourly rate.
- Answer case questions from client (usually from court staff and Police Department) and answer questions about criminal law or procedure to Molalla Police Officers.

### **Expectations of Work**

For the term of this contract and any subsequent extensions, Contractor will work within the following expectations of prosecutorial services provided to the City of Molalla consisting of the following:

- Work with the Judge and Court staff to assist in planning Court Days accordingly and ahead of schedule as much as possible encompassing an emphasis to use days as effective and efficiently as possible.
- Work with Court Staff, Judge, and Finance Director to review all Court processes and potential ideas to become more efficient and cost effective. Remain open to trying new ideas and processes with a scheduled trial period and review time during Court Staff department meetings.
- Proper Attire: Contractor will wear court-appropriate attire during all appearances in Municipal Court and any non-appearance work tasks that may take place on City of Molalla government premises.
- Prosecutor will be prepared consistent with professional standards.
- A copy of any written professional correspondence will be kept in courts file, electronically, or a separate binder with all professional correspondence.
- Establish and maintain professional working relationships with defense attorneys, city employees, police department personnel, city officials, County staff, and the public.
- Maintain strict confidentiality of oral and written communications including confidentiality of Law Enforcement Data System (LEDS) printouts.

- Be generally available to communicate with and answer questions of defense attorneys, city officials and employees, police department personnel, and the public, even on non-holiday work days when Court is not in session.

#### **PROGRAM OBJECTIVES**

- To provide fair, timely, and speedy resolution of cases involving violations, infractions, and crimes in a manner that is efficient both for the City and for the public.
- To ensure strict compliance with judicial orders, including the payment of court ordered fines and fees and the completion of court-ordered time obligations such as jail time, special counseling, classes or community service.
- To ensure timely processing of all funds received, as well as the reconciliation of these accounts and forwarding of mandatory payments to the appropriate parties (including the Oregon Department of Revenue, Clackamas County, City of Molalla General Fund and victims for whom restitution has been ordered).
- To identify and provide statistical analysis information for planning, goal setting, strategic decision-making program analysis, and resource allocation.
- Continue to review Court procedures and modify as needed to increase efficiency but remaining within budget guidelines approved by City Council. Continue to monitor and re-examine staff stations and other uses of current technology to increase efficiency in responding to daily duties and demands, and to increase responsiveness to the public.
- Provide an accessible, efficient and impartial forum for all participants in cases involving municipal violations and misdemeanors.
- Promote public trust in both the justice system and local government by exemplifying hard work.
- Represent the Municipal Court and City of Molalla in a professional manner when interacting with co-workers and the general public.