

## **REQUESTS FOR PROPOSALS MUNICIPAL COURT JUDGE**

The City of Scappoose is requesting proposals from qualified members of the Oregon State Bar to serve as a Municipal Court Judge for the City of Scappoose. Five (5) copies of the proposals shall be submitted in a sealed envelope with caption "Municipal Court Judge Proposal" and addressed to:

City Recorder Susan M. Reeves, MMC  
City of Scappoose  
33568 East Columbia Avenue  
Scappoose, OR 97056

Proposals may be filed in person or by mail and will be accepted at City Hall until  
**4:00 PM Monday, June 25, 2018.**

TO OBTAIN AN RFP: Please visit the City's website at [www.ci.scappoose.or.us](http://www.ci.scappoose.or.us) or e-mail Susan Reeves, City Recorder at the City of Scappoose at [sreeves@cityofscappoose.org](mailto:sreeves@cityofscappoose.org) to request your copy of the RFP, or call 503-543-7146, ext. 224.

The City reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification and to accept or negotiate any modifications to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City in the sole determination of the City. All inquiries regarding the Request for Proposals and current legal services of the Municipal Court including legal activities and past/current litigation should be directed to the City Recorder at the above address. It is the intention of the City to follow-through and complete this process in a timely manner.

## **Judicial Duties**

The duties include all normal duties of municipal judge acting in that capacity for municipal court. These duties include having arraignments, accepting pleas, conducting bench trials, presiding over jury trials and conducting sentencing hearings. It may be necessary to conduct a jury trial on a separate day from regular court day. The judge also issues warrants, such as bench warrant for criminal non-appearances, review probation reports, and have probation violation hearings. Judge will be responsible to interview defendants to see if they qualify for court appointed attorney, before they are assigned.

Court will be held in a professional manner according to standards observed by independent contractors in the Municipal Court Judge profession. The Judge shall maintain membership with the Oregon State Bar, maintain all education requirements for the position and comply with all the reporting requirements under the applicable Oregon Revised Statutes.

The Office Administrator assigned to courts assists the Judge with paperwork and necessary orders. The judge may review and make recommendations regarding court programs, court fines, court charges, and court procedures. The judge will help keep the court staff apprised of changes in laws and procedures.

When possible, in-custody arraignments are conducted via video from the jail on regular court day, otherwise the in-custody defendants are brought to the courtroom for arraignments.

Judge will perform duties at a flat rate of \$1,400 per month. Additional court days or night court can be added to the Court schedule. Times, dates and additional compensation will be negotiated with the City Manager.

## **Content of Proposal**

Respondent's proposal should include the following items in the following sequence and any additional information you deem relevant:

1. Provide a brief description of your professional experience and qualifications including:
  - a. Education
  - b. Employment
  - c. Offices held
  - d. Professional organizations
  - e. Oregon State Bar number
  - f. A resume attachment is optional
2. Identify any experience with municipal law.
3. Describe your capability in providing services as Municipal Court Judge.
4. Provide a brief description of your judicial philosophy.
5. Provide a brief description of various projects that you would anticipate initiating (if any) for the Court.
6. Provide a brief description of your philosophy as to the administration of the fines for first and repeat offenders.
7. Provide any other information or comments, which you believe are relevant and will assist the City in making its selection:
  - a. Additional questions concerning judicial philosophy, programs, and duties may be asked at an interview after initial reviews. Additional information may be requested in order to conduct a background check.
8. Provide three current letters of recommendation made in specific reference to this position.

## **Employment Relationship**

The municipal judge is considered an independent contractor, and as an independent contractor, is responsible for all employees, subcontractors, and agents performing any portions of the duties. The Judge will not be considered an employee of the City of Scappoose therefore will not be eligible to receive any benefits, vacation, or sick-leave. The applicant will be subject to a criminal background check as well as other background checks. Employment with the City in this position requires a pre-employment initial drug screen testing and fingerprinting.

## **Background**

The Municipal Court is established by the City Charter, the municipal court judge is appointed by the mayor with the consent of the council.

The Court provides a local forum for the resolution of City municipal code violations, Oregon motor vehicle law violations, and misdemeanor violations in Scappoose as cited/investigated by the Scappoose Police Department.

The mission of the Municipal Court is to guarantee all persons accused of violations or crimes their constitutional rights to a fair and speedy judicial process while preserving their dignity, as well as protecting the rights of the citizens of Scappoose. We strive to provide defendants with the tools they need to successfully complete their court requirements.

Court sessions are currently held one day a week (Wednesday). Arraignments by video are conducted between the Court and the Columbia County Jail to reduce the number of transports needed by police services. The Court uses pretrial conferences as a tool in adjudicating cases more efficiently. The Court also uses deferred sentencing, community service programs and diversion agreements, when appropriate.

You may be asked to give your professional opinion and thoughts on changes which may/may not include the City not pursuing City municipal code violations, Oregon motor vehicle law violations, and misdemeanor criminal code violations in Scappoose as cited/investigated by the Scappoose Police Department.

Municipal Court staffing currently is composed of:

- A Contract Municipal Judge that provides services to support court operations.
- A full time Office Administrator assigned to courts that coordinates the Court schedule, maintains appropriate documentation for a court, completes court orders, monitors probation compliance and monitors and process payments of court fines.
- A part time hourly City Prosecutor that provides prosecutorial services to the City.
- The Court department is currently supervised by the City Finance Administrator.

The following is work load indicators.

Cases Filed	2015	2016	2017	2018 to date
Non-Traffic Misdemeanors	118	100	81	46
Non-Traffic Violations	15	35	16	28
Traffic Misdemeanors	46	86	45	42
Traffic Violation	910	1066	840	311
Municipal Code Misdemeanors		5	1	
Ordinance Violations		4	8	3
Parking	21	7	35	7
Total Misdemeanors	164	191	127	88
Total Violations	946	1112	899	349
Total Cases Filed	1110	1303	1026	437