**CITY OF DESLOGE**

**REQUEST FOR QUALIFICATIONS**

The City of Desloge, Missouri will accept statement of qualifications from qualified persons or firms interested in providing the following services:

**Prosecuting Attorney Services**

**Statement of Intent**

The City intends to engage the services of a qualified individual or firm to assume the responsibilities of City Prosecutor for the work described in the scope of services provided.

**Scope of Work**

The City of Desloge’s City Prosecutor will be expected to perform services as required by the City in a professional and timely manner. Services will include, but are not limited to the following:

1. Attend all municipal court dockets and trials. Currently, court dates are scheduled at 4:00 p.m. on the second Tuesday of each month.
2. Provide access to a designated attorney 24/7 to be able to answer police officer questions and/or in-custody warrants or other legal questions.
3. Sign municipal citations and place cases before the municipal court - through electronic processes including electronic ticketing and the Show Me Courts system.
4. Provide legal updates and training for police officers as required.
5. Consult with city departments on all ordinance violations and unified development codes.
6. Issue additional charges and recommend amendments to charges.
7. Handle all cases which are certified to the St. Francois County Circuit Court for jury trial or trial de novo.
8. Provide recommendations that would determine the need for a special prosecuting attorney.
9. Prepare subpoenas.
10. Make recommendations regarding internal core processes and case dispositions
11. Conduct plea agreements.
12. Perform other duties and responsibilities relating to the municipal court which are typical for a prosecuting attorney, including but not limited to, processing municipal citations, signing, etc.

The city of Desloge Municipal Court is held at 300 North Lincoln Street, Desloge, Missouri 63601.

The Municipal Court maintains an overall court docket of 400 cases per month.

**Minimum Qualifications**

The attorney providing services of municipal prosecutor shall meet the following minimum qualifications:

* Licensed to practice law in the State of Missouri and a member of the Missouri Bar in good standing.
* Graduation from an accredited law school.
* Demonstrated knowledge of local, state, and federal laws, and court decisions affecting municipalities especially those related to municipal governance and criminal offenses.
* Candidates shall not have ethical or business conflicts of interest by representing clients who are adverse to the City of Desloge specifically or cities in Missouri generally.

**RFQ Response**

Responses must be addressed to:

Desloge City Hall

300 North Lincoln St.

Desloge, MO. 63601

Responses will be accepted until October 17, 2024, at 10:00 am.

The response to this RFQ should be delivered as follows: shall be submitted to the address above. The response shall be in a sealed envelope clearly marked with RFQ Prosecuting Attorney Services, the company name or individual’s name clearly and legibly marked on the outside.

Any response received after the specified date and time will be rejected and returned unopened. Responses may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one’s proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.