

Addendum # 1

City of Kirkland Prosecution Services (Job# 17-22-CAO) Answers to Questions

1. Does the City of Kirkland utilize the King County District Court (KCDC) e-Filing system for court filings?

No.

2. Does the prosecuting attorney appear on all contested infractions, or only contested infractions where an attorney has been retained?

The prosecuting attorney only appears at contested infractions where an attorney has been retained.

3. Does the City of Kirkland currently employ a Domestic Violence (DV) advocate, or does the prosecuting attorney provide its own advocate?

The City employs a Family/Youth Advocate.

4. What are the duties/responsibilities of the DV Advocate?

Family/Youth Advocate

Principal Accountabilities: 1. Review all police reports related to domestic violence and youth issues of missing/runaway juveniles. 2. Provide immediate crisis intervention assistance to victims, assess safety concerns, provide appropriate victim referral to community-based agencies such as Eastside Domestic Violence Program, and inform victims of legal options to assist in development of comprehensive safety plans. 3. Track and monitor all missing/runaway juvenile cases, ensuring appropriate follow-up investigations are completed, referring cases to, and working with, appropriate social service agencies in addressing related youth issues and problems. 4. Appear at all domestic violence arraignments, pre-trials, bench trials, jury trials, sentencings and, if requested, review hearings in order to represent the victim's wishes and provide input on the victim's behalf when necessary. Help victims fill out Domestic Violence Protection orders and appear at all related hearings to facilitate the protection order process.

5. Does the DV Advocate report to/collaborate with the City of Kirkland Police Department, the City of Kirkland Prosecutor's office, or both?

The Family/Youth Advocate reports to the Kirkland Police Department.

6. Are criminal cases initiated via criminal complaint, or are criminal cases directly filed with the Court by the police department?

Criminal cases are filed via criminal complaint through the Prosecutor's Office.

7. Please clarify the Community Court case review process requiring a minimum of two prosecutors.

Community Court review process starts when the Prosecutor's Office receives a case report from the Police Department. A determination is made as to whether the charge meets the eligibility criteria for community court. If so, a look to the facts of the case and the defendant's criminal history is made to determine if they may benefit from the resources provided through Community Court. The prosecutor will provide the names of eligible candidates to the public defender or private counsel prior to the arraignment hearing, so the defense can discuss the program with their clients at/or before the arraignment hearing. Two prosecutors are necessary for this calendar due to the large amount of information that is covered.

8. Does the City of Kirkland Police Department file infractions directly with the Court? (The RFP seems to indicate all Sector e-tickets are filed by the prosecutor).

Infractions are filed directly with the Court.

9. Except for civil traffic infractions, how many civil cases per month does the Prosecutor's Office appear on for the City of Kirkland?

Less than one per month.