



**CITY OF PORTLAND**  
OFFICE OF MANAGEMENT AND FINANCE

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### **Rules of Conduct for City of Portland Properties**

The OMF Facilities Services finds:

1. There is a need to provide a safe and healthy environment for visitors and employees of City Properties.
2. There is a need to preserve City Properties and protect them from damage, vandalism, debris and rubbish.
3. There is a need to provide safe access to and from City Properties.
4. There is a need to manage the shared use of City Properties through a permitting process.

Therefore, effective immediately, OMF Facilities Services establishes the following rules of conduct for these locations: City Hall located at 1221 SW Fourth Avenue, Portland, Oregon; The Portland Building located at 1120 SW Fifth Avenue, Portland, Oregon; The 1900 Building located at 1900 SW Fourth Avenue, Portland, Oregon; and Union Station located at 800 NW 6<sup>th</sup> Avenue, Portland Oregon. These four properties are referred to, collectively and individually, as "City Properties". Unless otherwise specified, these rules apply to all portions of the City Properties contained within their property boundaries, and would include any improvements at these locations (e.g., the buildings and their loggia or porticos, and any outbuildings) as well as the exterior grounds (e.g., any courtyard inclusive of hardscape, garden and greenscape from building to the public sidewalk surrounding each block). Violation of any of these rules is grounds for immediate exclusion from City Properties.

Persons who violate Rules 1-2 may be immediately excluded from the City Properties without warning for a period up to three months, six months, one year, or permanent exclusion when determined in the best interest of the City of Portland. The "Person in Charge" will determine what period of exclusion is warranted; and such acts may be reported to the appropriate law enforcement agency.

1. No person shall violate federal, state or local laws at City Properties.
2. No person shall deface, damage or destroy any City-owned property, or attempt such action. City owned property includes City Properties and City-owned personal property that may be located or associated with the City Properties.

Persons who violate Rules 3-19 may be given up to one warning at the discretion of the "Person in Charge", and then may be asked to leave the City of Portland properties for 24 hours. Subsequent violations by that person of any Rule 3-19, may result in that person's immediate exclusion from City Properties for a period of 24 hours, three months, six months, one year or permanent exclusion when determined in the best interest of the City of Portland. The "Person in Charge" will determine what period of exclusion is warranted.

3. No person shall enter or attempt to enter any secured or restricted portion of any City Properties, not generally open to members of the general public, without first having proper authorization. Secured or restricted portions of City Properties include but are not limited to rooftops, elevator shafts, electrical or mechanical rooms, security offices, area housing sensitive telecommunication or financial equipment or data, and any areas reserved for administration of City business.
4. No weapons are permitted on City Properties, except as authorized under Oregon Revised Statutes.

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*An Equal Opportunity Employer*

*To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.*

Weapons include but are not limited to "dangerous weapons" or "deadly weapons" per ORS 161.015, any firearm, pellet gun, spring-loaded weapon, stun gun or taser, metal knuckle, straight razor, weapon of the type commonly known as a nunchaku, blackjack, sap, or sap glove, and any type of knife other than an ordinary pocketknife with a blade not longer than three and one-half inches, any instrument or device capable of or intended for inflicting injury to a person or property of another, and explosive devices or material. This prohibition does not apply to firearms lawfully carried by persons exempt from local regulation under ORS 166.173. The City may request proof of legal authorization for possession of weapons or examination of weapon prior to entry. Public Law 111-117 - The "Consolidated Appropriations Act" (Dec 2009) is applicable while in or on Amtrak leased properties.

5. No person shall engage in conduct that disrupts or interferes with the normal operation or administration of City business, its tenants, employees, visitors or customers, or any City permitted activity. Examples of prohibited conduct include but are not limited to: disorderly conduct; harassment; intimidation; aggressive solicitation of money or other items of value; fighting or provoking a fight; unreasonable noise; conduct which threatens or endangers the health, safety or well-being of any person; or loud or boisterous verbal or physical behavior that reasonably would expect to cause disruption, alarm of fear; climbing or sitting on fences, railings, window sills and other structures erected upon City Properties. These prohibitions include conveying harassing or threatening communications through the City's telecommunication systems. Signs, posters and banners are not allowed into the interior of City Properties if in excess of 8 ½" X 11" in size. (Note: this does not preclude materials used for presentations or authorized events.)
6. No person shall disobey the reasonable direction of a City employee, law enforcement, person in charge or security officer, or posted City signage. A direction is reasonable if it directs a person to obey, or to cease a violation of, any law, rule or regulation applicable to City Properties, or if it is otherwise reasonably related to protection of the health, welfare or safety of the person or of any other persons at City Properties or to the prevention of damage to property, or if it is reasonably necessary to preserve the peace or to prevent the disruption of any activity or permitted event or activity at City Properties. In a designated Sound Buffer Zone, Facilities Services will request users reduce the noise volume and move permissible activities away from adjacent windows.
7. No person shall smoke or carry any lighted smoking instrument at City Properties or within 50 feet of the exterior of any City Properties occupied by City employees as their work site. The exterior no-smoking zone shall be measured from a building's footprint including any exterior structural elements such as portico and loggia. The exterior no-smoking zone does not extend into any property adjacent to City Properties or onto the roadway, but does include driveways, planting strips, sidewalks and pedestrian ways within 50 feet of City Properties.
8. No person shall use City Properties in a manner inconsistent with designed uses, or in a manner likely to cause personal injury or property damage, or for unauthorized events or gatherings. Designed uses mean uses of any improvement or property as authorized by the City or as the property is intended, such as: using handrails for stability up and down staircases; using meeting rooms for meeting with government officials and employees; and using common areas for safe access or attending authorized public events. The sandstone railings that surround the City Hall building perimeter at its 4<sup>th</sup> Avenue and 5<sup>th</sup> Avenue access points are decorative architectural features and are not designed for use, including uses such as sitting, standing or placement of objects. Extended stays or use of City Properties which may lead to a disruption of the business operations of any City Properties are prohibited.
9. No person shall intentionally obstruct or interfere with the free passage of City employees or visitors. This prohibition includes the placement of objects such as bicycles, skateboards, backpacks, carts or other items in a manner that interferes with free passage for users of City Properties, or otherwise creates unsafe conditions or trip hazards. In designated ADA Access Route, users must move immediately to make way for persons with disability or using mobility devices; mobility devices are wheelchairs, crutch, cane, walker or device that functions similarly to allowed an injured or disabled person increased mobility for travel. The requirement to move immediately to allow for free passage is excused: in a medical emergency; if the person is unable to comply due to physical or mental incapacitation; when allowed pursuant to Facilities Services permits; or during performance of City business.
10. Structures, displays, tables or any other objects may be placed or located in or on City Properties only pursuant to permit and must adhere to access and safety guidelines. Items can be placed in or on City Properties only by permit from Facilities Services. All items must be removed in accordance with the terms

of the permit. Unauthorized items are subject to collection, removal and disposition, including disposal as abandoned property, nuisance or hazardous material.

11. Other than at City authorized events and as authorized by permit, no person shall play or use amplified or audio equipment at a volume that disturbs others or otherwise interfere with operation of City business. Amplified or audio equipment includes, but is not limited to, megaphones, microphones, laptops, personal communication devices, pagers, stereos, televisions and cellular telephones.
12. No person shall operate roller skates, scooters, skateboards, bicycles, unicycles or other similar devices at City Properties. This does not apply to mobility devices, child strollers or baby carriages that are used in a safe manner. Operators of equipment, including those not specified, are required to dismount upon entry onto City Properties. Bicycles should be properly secured at approved bike racks.
13. No person shall use City Properties for unauthorized storage of personal property or otherwise leave personal belongings unattended. Personal property stored without authorization and unattended personal property shall be subject to collection, removal and disposition, including disposal as abandoned property, nuisance or hazardous material. City employees and visitors may temporarily secure bicycles at approved bike racks located at City Properties. Authorization for storage or placement of personal belonging is allowed in accordance with a permit by Facilities Services. Unattended means not within arm's reach of a person who is able to pick up and move the item immediately.
14. No person shall use City Properties for the purpose of housing or camping functions, including but not limited to, sleeping, bathing, washing hair, or engaging in sexual conduct as defined by ORS 167.060. This rule does not prohibit City employees from using lavatories or shower/changing rooms in conjunction with CityShape Fitness Center and associated City Wellness programs, and in employee commuting and physical fitness routines.
15. No person may bring animals onto City Properties, or leave an animal tethered and unattended at City Properties. This prohibition does not preclude entry by assistance animals while performing the services or tasks the animals are trained to do, animals employed in official performance of police or rescue activities, or animals permitted at authorized City events. A person entering with an animal exempted from this prohibition is responsible for keeping custody and control of the animal at all times and preventing the animal from threatening or causing injury to other persons or damaging property.
16. Except as authorized by the City for functions or approved events, and subject to the requirements of a valid permit or license, no person shall possess, consume or sell alcoholic beverages at City Properties. Any possession, service or consumption of alcoholic beverages shall comply with all applicable state and local laws.
17. Marketing or soliciting of goods and services and the solicitation of charity is allowed at City Properties only by permit from Facilities Services. This prohibition is not applicable to materials that are posted or disseminated at locations authorized for such purposes by the City that comply with retail lease agreements, or specifically approved by the City. Aggressive or harassing conduct is prohibited. Distributors are required to remove their distributed material that may be discarded at City Properties in locations other than appropriate trash or recycling receptacles.
18. All visitors are expected to wear proper attire and to dress in accordance with standards of decency acceptable for conducting City business. No nudity as defined by ORS 167.060. The City of Portland is a fragrance free workplace. Visitors will be requested to respect the healthy workplace protocols and to avoid using added fragrances when visiting City Properties. The City may request visitors limit the duration of their visit or conduct business with the City by alternate means in order to protect the health of its employees and other authorized users of City Properties.
19. No person shall enter City Properties during hours of closure. Except for emergency and City employee access, and unless Facilities Services otherwise designates, the following City Properties are closed to all activities between the hours of 10:00 p.m. and 6:00 a.m.: City Hall; and the Portland Building. Entry into building interiors at City Hall and the Portland Building are generally open between the hours of 8:00 a.m. and 5:00 p.m., or as posted at these buildings, in order for the public to conduct business within those City Properties. Entry into the interior of the building at the 1900 Building will be generally consistent with Portland State University facilities hours, with access to City offices located at the 1900 Building posted at those City offices. Entry into the lobby and other public areas at Union Station will be in accordance with the posted hours for Amtrak passenger and rail services.

Any person who violates any of the above rules may be immediately excluded from City Properties as ordered

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by the "person in charge" pursuant to City of Portland Ordinance No. 161538 (Portland City Code Section 5.36.115). Immediate Exclusion shall be for a minimum of 24 hours. Review of the Exclusion Report will be completed within the 24 hours to determine if further period of exclusion is warranted.

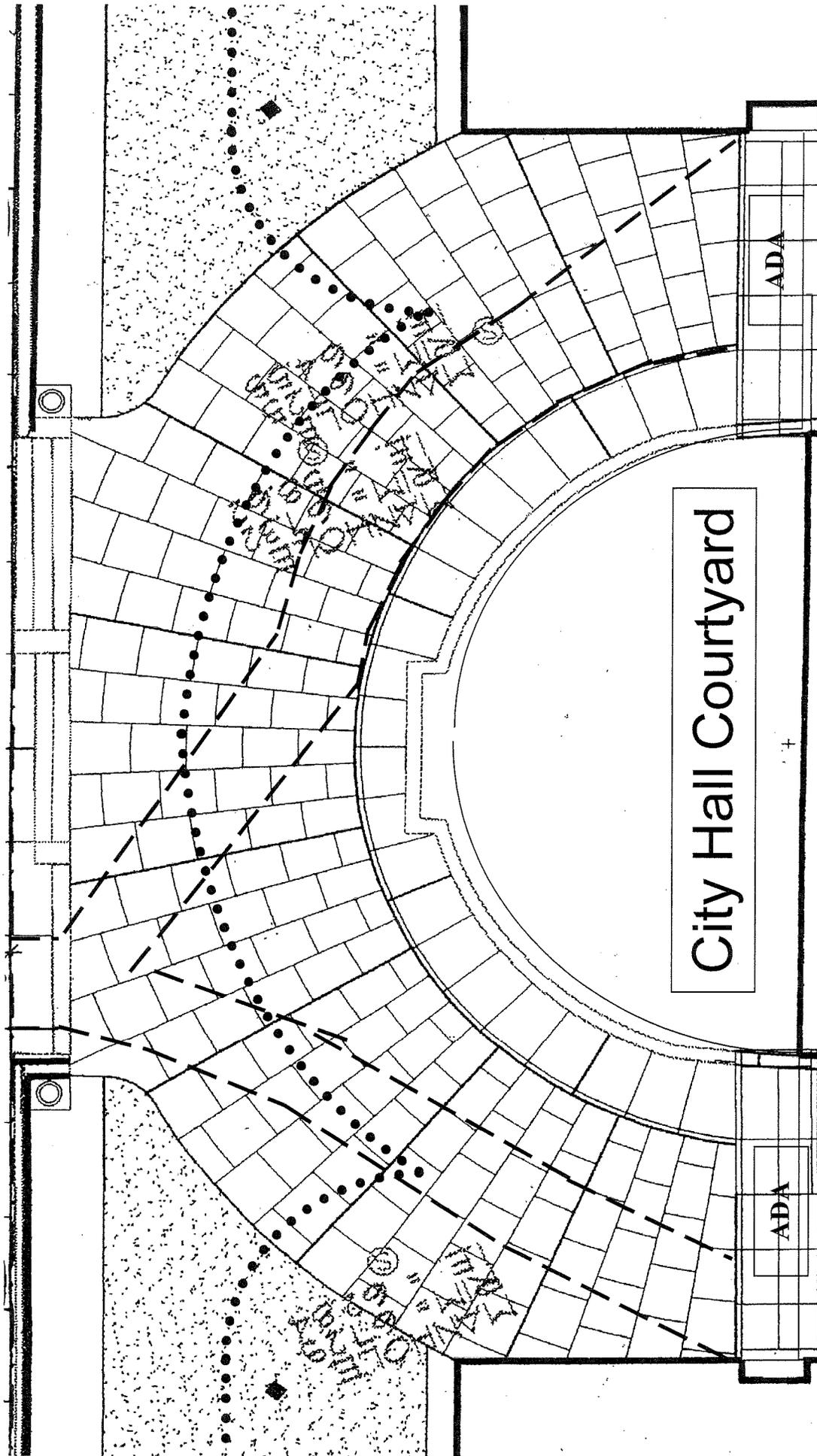
Dated this 12 day of August, 2013

Bryant Enge



Director, Bureau of  
Internal Business Services  
Office of Management and Finance

4<sup>th</sup> Ave



City Hall Courtyard

ADA

ADA

- Sound Buffer Zone
- ADA Access Route