

ONI-Notification Policies and Procedures

Goals

The Office of Neighborhood Involvement offers an e-notification process of key City press releases and bureau information to our neighborhood activists, subscribed city staff, and other neighbors. This service does not supersede or replace any existing public information efforts within each bureau, but augments the existing processes to ensure that the public has key City information.

The primary purpose of the electronically based e-notification system known as “**ONI-Notification**” is to inform recipients of city-sponsored meetings and announcements. ONI Notification also serves the purpose of alerting interested neighborhood activists, public involvement experts who have subscribed, city public involvement staff, bureau directors, and elected officials and their staffs about various neighborhood events and meetings. ONI-Notification utilizes public resources (staff time, informational technology software and hardware) and therefore must maintain the highest integrity. All uses must be appropriate and responsive to the public trust.

ONI-Notification adheres to the following policies:

- The posting of information through ONI-Notification is intended to be a neutral conveyance of information. Events and news items should not be posted if the purpose is to protest an established city program or project policy or to promote a particular political cause. State law, ORS 260.432, prohibits the use of public resources (such as the ONI-Notification service) from promoting or opposing any specific political views, candidates, or issues. So any notification of a candidate's forum or measure debate that goes out through this service must comply with this regulation. Items also can not promote for-profit causes.
- Items must be sponsored by a City Bureau, an Elected Official's office, a neighborhood coalition, a recognized neighborhood association, or a recognized neighborhood business association **AND**
- Items must relate to a specific neighborhood event that is sponsored by a City Bureau, one of the seven neighborhood offices (SWNI, NW-NW, NPNS, NECN, CNN, SEUL, EPNO), an Elected Official's office, a recognized neighborhood association, or a recognized business association **AND**
- Sponsored events must directly affect, relate to, or address neighborhood-based services.
- Further, city-sponsored or bureau-sponsored notices must also relate to specific city policies including budget hearings, Council hearings, neighborhood services, and other city announcements that have a direct impact on neighborhood-based services.
- Items from other non-profit organizations, government agencies, businesses, and community organizations will only be considered IF they are sponsored by one of the

groups listed above AND if they relate to specific neighborhood events and/or services.

- Because ONI-Notification is designed to share information about neighborhood events and neighborhood-based services, ONI-Notification shall not be used to publish minutes, or other documents passed by neighborhood associations or coalitions.
- ONI-Notifications are processed the day on which they are received, barring any technical malfunction. If you have a concern regarding a specific email posted to this distribution list, please contact the person or persons provided in the body of the email to which you are referring.
- Any user can add or delete themselves from the notification service by using the subscription features. Questions can be directed to ONI at 503-823-4519 or emailing oninotification@portlandoregon.gov.
- Any requests for email addresses will follow the City's public records policy.

ONI-Notification is tailored to meet the information request of our subscribers. ONI will make every effort to ensure the information we send directly affects, relates to, or addresses neighborhood-based services or events.

All notices shall be published not more than once per week (7 days) and twice per month (30 days).

ONI reserves the right to refuse to send out any notice or ask for further information if it feels like it would not be in violation of these policies, or other City policies, to do so.

Procedures: How ONI-Notification works:

--Currently, ONI has approximately 500 registered subscribers. Our Neighborhood Activist Network list includes neighborhood coalition staff, neighborhood association chairs and officers, city staff who are liaisons to neighborhoods on various projects, community leaders who have requested ONI information in the past, business association leaders, and other neighborhood leaders.

What Bureaus, Neighborhood Offices, Neighborhood Associations, and Business Associations will do to utilize ONI-Notification:

--Generate press releases and announcements.
--Provide us with any email databases so that we may incorporate them into our Neighborhood Activist Network list.
--Continue to send out press releases and announcements using bureau-identified, specific procedures.

How to submit items to ONI-Notification:

--Send the information, announcements, press release, etc. in an email to oninotification@portlandoregon.gov. The email should have the information in the following format:

Information MUST be sent as the text of an email in the following format:

- A. Plain text format
- B. Font: Simple--Courier, Times New Roman, Arial
- C. No graphics, no letterhead, no colors
- D. Everything flush left
- E. List a contact person including phone, email, etc.

This format is needed because any attachment may be unable to be opened, and formatting lost, depending on the receiver's computer. Even if the receiver can't open an attachment, he/she will have the information in the body of the email.

Please also note that due to the large distribution list and server space, BTS has asked us to keep from sending attachments.

Friday July 18, 2004
Commissioner Randy Leonard