

## Safety Awareness for City of Portland Employees

City Employees,

I'm writing to make you aware of a protest-related safety concern – and to share some proactive safety tips.

This week a City communications staff member received repeated phone calls and text messages from somebody posing as a journalist, requesting information and statements about the protests. These repeated communications occurred during the middle of the night, and made it clear the person calling and texting had personal information about the City communications staffer. These harassing and threatening phone calls have not only been directed at communications staff, but have also gone to bureaus throughout the City as well. There have been numerous messages left on City of Portland service request lines that are focused on the ongoing demonstrations. City Security has been working with Portland Police to archive and document these harassing calls.

In addition to supporting the communications staff member directly affected, we want to share some tips with all of you who might be acting in a public-facing role for the City.

- Set all your social media accounts to private, and never share your location on social media.
- Never provide your personal contact information to members of the public.
- If you receive phone calls, text messages or other communications that make you uncomfortable, clearly state that you want the person to stop contacting you and block the number. Save the concerning communications in case they need to be investigated.
- Report any harassing communications that make you feel unsafe to Portland Police, as well as reporting them to me so I can track any patterns related to City employees.
- If you are working at an OMF facility, please do not hesitate to contact City Security to provide escorts to and from your vehicle or transit stop.

Thank you for the work you do. During this time of heightened tensions in the community, we want to make sure that all of you feel safe doing your jobs and know where to turn for support and advice. Please reach out with any questions or concerns.

Take care,

**Manny Guerra**

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