

## Portland Police Bureau Public Information Procedures for Media

The Portland Police Bureau's Public Information Officer (PIO) is a resource for members of the media to obtain information regarding incidents of media and public interest. The Bureau has one full-time PIO and an alternate, to serve as a fill-in when needed. Media is generally notified via news release (or email) when the alternate PIO is on-call.

Members of the media are encouraged to sign up for email alerts and news releases by visiting <https://www.portlandoregon.gov/police/flashsignup.html> Members of the media are also encouraged to connect with the Bureau on social media:

Twitter: @portlandpolice

Facebook.com/PortlandPolice

Instagram - @PortlandPolice

YouTube.com/PortlandPolice

Members of the media are encouraged to familiarize themselves with the Live Coverage Agreement - <https://www.portlandoregon.gov/police/article/472375>

The on-call PIO is available by email, [ppbio@portlandoregon.gov](mailto:ppbio@portlandoregon.gov); or, by media-only pager: 503-790-1779. The pager should only be used for emergent incidents and after-hours contact on incidents meeting specific after-hours criteria (see below).

All requests to interview officers, detectives or other members of the Bureau should be routed through the PIO first.

### After-hours Protocol

The PIO is available after-hours and weekends only to answer questions or respond to incidents with a **clear need for immediate public notification due to community safety concerns**. Examples include: shootings, stabbings, robberies, endangered missing/abductions, major incidents, and traffic crashes with a substantial traffic impact (Major Crash Team Activations). This may include meeting with media to conduct interviews about one of these types of incidents.

Major incidents, as defined by the Portland Police Bureau and the Bureau of Emergency Communications (BOEC), will generally fall under community safety. This would include Traffic Major Crash Team (MCT) incidents, Special Emergency Reaction Team (SERT) callouts, Explosives Disposal Unit (EDU) callouts (full team, not preliminary exam), endangered missing persons, and other large-scale emergency incidents.

The PIO will continue to issue news releases when needed on major or significant incidents as noted above. In some instances the PIO may respond to the scene to conduct a media briefing. When the PIO is unable to respond or the incident does not reach a level requiring PIO on-scene response, the PIO may arrange for an on-scene supervisor to conduct field interviews or provide off-camera information on a very limited basis.

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After-hours, the PIO will generally not know what is happening with an incident during the early stages of an investigation. Media should refrain from calling the PIO until officers have arrived at the scene and have had the opportunity to make an assessment of the situation.

Information requests and incidents that do not have an immediate community safety concern will be answered the next business day. Examples include: property crime offenses, such as theft or fraud, statistics requests, or information requests regarding incidents that are not active events. This would also include non-active and non-emergent incidents that viewers or readers send to media (i.e.: bike theft, car theft, burglary, etc.), those that are reported by other media outlets (confirming others stories) and inquiring about updates to earlier releases unless there is a **clear need for immediate public notification due to community safety concerns**.

After-hours or weekend requests for this type of information may be requested by email and they will be answered on the next business day.

### Resources

Media requests for official police reports, documents, 9-1-1 calls, and dispatch recordings should be requested by using the official form on this link <http://www.portlandonline.com/prr>

The Records Division hours are Monday – Thursday, 6:00 a.m. to 4:00 p.m. for media requests for reports and documents. Please plan accordingly and supply a date requested for completion otherwise the request will be processed within a reasonable time and in the order in which it's received.

Reports, documents and other information can be found by visiting the Police Bureau website at <http://www.portlandpolice.com>

Court documents may be accessed through the Oregon Judicial Department:  
<http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx>

The Bureau also has a “Media Resources” page that will continue to be updated with general information that is routinely of media interest. Images posted on this page are available for media use in stories about the Bureau. This information is available at <http://www.portlandoregon.gov/police/29797>

The Portland Police Bureau will continue to share information via Twitter, Facebook and YouTube that has an impact on public safety.