**COMMUNITY FOCUS GROUPS**

- **WHO:** JLA identifies with input from steering committee, JLA invites
- **WHAT:** Targeted email and in-person invitations to community groups

**INTERVIEWS**

- **WHO:** PPB identifies participants, Coraggio invites
- **WHAT:** Personal email invitations
- **INTERVIEWS**

- **WHO:** PPB identifies participants, Coraggio invites
- **WHAT:** Small group email invitations

**BUREAU FOCUS GROUPS**

- **WHO:** Coraggio
- **WHAT:** 60-minute one-on-one interviews in person or via phone. Typed or handwritten notes

**PUBLIC MEETINGS**

- **WHO:** Coraggio
- **WHAT:** 90-minute in person focus groups. Hand written meeting notes

**PAPER COMMENT CARDS**

- **WHO:** PPB
- **WHAT:** Comment cards available at all precincts

**BUREAU SURVEY**

- **WHO:** PPB announces, Coraggio invites
- **WHAT:** Email invitation to all employees, link on intranet, and roll call announcements

**COMMUNITY SURVEY**

- **WHO:** PPB and Coraggio
- **WHAT:** Link to survey published on website, social media, press release. Targeted social media campaign to underrepresented geographies

**PROMOTION**

- **WHO:** JLA identifies with input from steering committee, JLA invites
- **WHAT:** Targeted email and in-person invitations to community groups

**COLLECTION**

- **WHO:** JLA
- **WHAT:** 90-minute in person focus groups. Typed or handwritten meeting notes

**COMPILATION**

- **WHO:** JLA
- **WHAT:** Meeting notes transcribed and themed in shared Excel workbook

**ANALYSIS**

- **WHO:** Coraggio
- **WHAT:** Anonymized interview notes transcribed and themed in shared Excel workbook

**REPORTING**

- **WHO:** Coraggio
- **WHAT:** Mobile friendly online survey

**KEY**

- **PPB** Portland Police Bureau
- **JLA** JLA Public Involvement
- **Coraggio** Coraggio Group