



## City of Cincinnati

Office of the City Manager

Date: March 23, 2016

Revised:

Approved: Hy Bork

Subject: Community Engagement (CE)

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### PURPOSE

The purpose of this regulation is to implement the City Council directive to provide a broad outline of the inclusive, deliberate, authentic, and meaningful decision-making process for the public, stakeholders, private, and nonprofit sectors to take in policy involvement. This regulation is broadly constructed in order to promote opportunities to increase community engagement. This Administrative Regulation will serve as a directive for all City departments regarding community engagement activities.

### VISION

To be a thriving Cincinnati where all are engaged as empowered participants in shaping our shared future.

### MISSION

To strengthen the culture of citizen engagement in Cincinnati by providing opportunities for all to participate in meaningful and proactive ways in the City's decision-making process (9/16/14 Motion #201401166, adopted 10/8/14).

### DEFINITIONS

**Community Engagement (CE):** Includes equivalent terms such as "*public engagement*," "*citizen participation*," or "*civic engagement*" and legal notice requirements. CE methods include, but are not limited to, any form of in-person, technology-based aided communication that provides an opportunity for discussion, dialogue and/or deliberation among participants while improving citizens' meaningful participation in the decision/problem-solving processes. (*Strength In Unity* study).

**Citizen:** A person, who by virtue of living or working in Cincinnati, is affected by and has a stake in decisions made by the City of Cincinnati.

**Community Engagement Liaisons:** Departmental representatives who are the main contact for CE related matters.

### AUDIENCE

This is a City Council directive for all active full- and part-time employees of the City of Cincinnati (2/17/15 Motion #201500222, adopted 2/25/15).



## **REQUIREMENTS**

Actions to be taken to meet the requirements of this Administrative Regulation:

- Training: All employees will receive community engagement training. This will be delivered in a variety of methods as provided by the Human Resources Department (HR).
- These sessions will be created and facilitated by the HR Department in partnership with the Office of Human Relations.
- Departments: Department leadership will work with the HR CE Liaison to identify a liaison who will be the main contact for all relevant CE topics.
- Principles: All employees involved in community engagement activities will have a working knowledge of the established CE Principles.

## **OVERSIGHT**

- HR, in collaboration with the Office of the City Manager, will work with departments to ensure adherence to this Administrative Regulation.
- HR will design, facilitate and maintain the CE training sessions. In addition, HR will maintain communication with Community Engagement department liaisons in order to ensure effective communication across the organization and stakeholders.

## **VIOLATIONS**

- Employees are required to attend Community Engagement training sessions as developed and determined by the HR Department. Employees who have not completed the training within a two-year period will be required to attend the next available session and their performance evaluation will reflect the violation of the Administrative Regulation. This may include disciplinary action under the Supervisor's discretion.