



Director Approval - Original Approval Date: 06/30/2021
 Update Approval Date: 06/30/2024
 Signature: [Handwritten Signature]

PARKS & RECREATION

Date: 06/30/2021 Updated: 06/30/2024 Date To Be Reviewed: Three Years – 06/30/2027

Title of Document: 1.6.B LOPR_Director Authority and Policy and Guideline Approval Process

Background:

Policies and Guidelines established within the Lake Oswego Parks & Recreation Department (LOPR) need to reference the approving body for the policy/guidelines. There are several layers of approving authority within the City of Lake Oswego. City Council has ultimate authority and approves policies relating to the City Charter, City Code, and specific resolutions approved by Council.

For Operational and Administrative Policies/Guidelines, the City Manager is the full time chief administrative officer of the City and shall be responsible to the Council for the proper administration of those City affairs over which the position is charged with responsibility pursuant to the *City Charter, Chapter V. Powers and Duties of Officers, Section 20. City Manager., B. 1.-10.*

The City Manager or designee and City Department heads/Directors approve Policies/Guidelines relating to administrative and operational activities in their purview. Examples of City Manager or designee approved Policies/Guidelines would include Emergency Operations Policies, Fiscal Policies, Human Resources Policies, and Public Relations and Communication Policies.

Department Heads/Directors are authorized by the City Manager to create operational and administrative Policies/Guidelines and procedures to carry out strategic as well as tactical day to day operations. An example is the *Parks Rules – 1.6 LOPR_Resolution 16-24 PARKS RULES. PARK RULES* are approved by Council through resolution 16-24, but the LOPR Director is provided authority under *Section VIII, #2.* to enforce Parks Rules. The LOPR Director oversees the administration of Policies/Guidelines and procedures to enforce and support the Park Rules as outlined by documents contained in the *Parks Policies & Procedures (PP&P).*

The purpose of this document is to outline the approval process for LOPR Policies/Guidelines contained in the PP&P. Policies, Plans and Guidelines creation and updates are approved by the LOPR Director. How Tos, Forms, other supporting documents contained in the PP&P are not. Specific procedures are not typically approved unless included with the pertinent Policy/Guideline document.

The .png graphic below is used on all newly created and subsequently updated PP&P documents that are approved by the LOPR Director under authority designated either by Council or the City Manager. It will be included in the header of the CAPRA template which is the template used for Policy and Guideline PP&P documents. If a document is approved by the Parks Board, it is noted in the document.

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Procedure:


For the creation of new and the updating of existing Policy/Guidelines PP&P documents, the .png graphic will be included that identifies Director approval and date. The reason for this action is to comply with CAPRA standards relating to approval authority and process.

The Director will approve and sign all new and updated revisions of Policy/Guideline documents in the PP&P. For new Policy/Guideline documents, the creator will use the CAPRA template which now includes the .png graphic in the header. For Policy/Guideline documents being updated as part of the Scheduled Review, the .png graphic will be inserted into the existing document’s header by the individual responsible for coordinating the update.

The CAPRA Policy/Guideline template and .png graphic are located in the P Drive, Management Services, PARKS POLICIES & PROCEDURES MASTER folder. Note there is a separate template for Support Docs, How To, and Forms.

 CAPRA_LOPR_DOCUMENT_TEMPLATE_Updated 091421.docx

 CAPRA_LOPR_PP&P Approval Header Notation.png

 CAPRA_LOPR_Support Docs, How To, Forms_TEMPLATE_.docx

Specific Steps: NOTE: Prior to having Ivan sign the FINAL front page, be sure to remove any DRAFT watermark that may have been placed during the update process. Otherwise, it will appear, and it will not be able to be removed on the signed/scanned PDF document.

If updating a Word document without the .png graphic, click **Insert** on the menu, click **Header** in the Header & Footer section, click **Edit Header**, place the cursor to the right of the City logo, enter about 6 spaces, click **Insert, Picture** on the main menu, and choose the .png graphic to insert into the header. Enter more spaces as needed to center the .png graphic between the City logo and Parks & Recreation. Close the Header. Save the document. Convert the document from Word to a PDF. The graphic shows on all pages, but only the first page needs to be signed.

Print the first page only, and fill in the dates on the graphic as outline below:

For **newly created documents**, enter the original date of the document as the Original Approval Date:, then place in a designated file folder for the Deputy Director to take to the Director for signature.

For **documents being updated**, enter the original date of the document as the Original Approval Date:, Enter the most recent Updated Date, then place in a designated file folder for the Deputy Director to take to the Director for signature.



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The approved/signed copy will be returned to the originator by the Deputy Director. The first page will be scanned into PDF format and inserted into the final PDF document (replacing the unsigned first page) for placement in the P Drive, Management Services, PARKS POLICIES & PROCEDURES MASTER. The file will be a destination link from the Excel file located in in P Drive, Parks Policies & Procedures folder once it is updated. A copy of the updated Excel file will be placed in P Drive, Management Services, PARKS POLICIES & PROCEDURES MASTER for backup purposed. An additional copy of the updated Excel file will be created, all links removed, and this copy gets uploaded to LaserFiche by the Administrative Assistant.

Responsibility/Contacts: Director, Deputy Director Recreation, Administrative Assistant