



PARKS & RECREATION

Date: 12/31/2017 **Updated:** 06/30/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 4.1.14 LOPR_Social Media Policies Regarding Staff Use

Background: The purpose of City of Lake Oswego and Lake Oswego Parks & Recreation social media sites is to disseminate information from the City to members of the public. These sites are monitored by City staff and LOPR uses 3.4.3.2 LOPR_City of Lake Oswego Social Media Posting Policy to guide the use of social media sites. LOPR has created guidelines to use as a training best practice tool 3.4.3.2.A LOPR_City of Lake Oswego Social Media Guidelines & Best Practices.

Supervisors, Managers and the Communications staff members of the City and LOPR work together to ensure social media has centralized communications and the City has a Communications Team consisting of members from Public Affairs Department, City Managers Office, Library Services, Public Works, Engineering, Police, Fire, Internet Technology Dept. and Parks & Recreation. All the Departments use the policies as the model for social media.

Training is done as new members of the Communications Team begin work with the City.

LOPR has four primary working positions that post on Social Media, (3) Recreation Supervisors and the Communications Specialist that communication and work together to schedule posts.

Links to Sources:

[3.4.3.2 LOPR_City of Lake Oswego Social Media Posting Policy](#)

[3.4.3.2.A LOPR_City of Lake Oswego Social Media Guidelines & Best Practices](#)

Responsibility/Contacts: Director, Administrative Assistant