

**1.2 MANDATORY Periodic Review of Documents**  
**Lake Oswego Parks & Recreation**  
**Policies, Plans, Procedures Review Timetable**  
**LOPR in GREEN and CITY in BLUE**

CAPRA Standard	Document	Year Created	Frequency of Review	Next Scheduled Review Year	Year Review Last Completed
<a href="#">1.4.1</a>	<a href="#">Agency Goals and Objectives</a> LOPR Strategic Profile, <b>Goals</b>  LOPR Strategic Plan, <b>Goals – See 2.5</b>	2015	3 Years	2024	2021
<a href="#">1.6.1</a>	<a href="#">Administrative Policies and Procedures</a> Parks Policies & Procedures on shared P drive  Other Sources Available State of Oregon OAR Administrative Rules <a href="https://secure.sos.state.or.us/oard/ruleSearch.action">https://secure.sos.state.or.us/oard/ruleSearch.action</a>  <a href="#">City Administrative Procedures on Private Pages</a>	2015	3 Years	2024	2021
<a href="#">2.4</a>	<a href="#">Park and Recreation System Master Plan</a> Parks Plan 2025 <a href="https://www.ci.oswego.or.us/parksrec/park-planning">https://www.ci.oswego.or.us/parksrec/park-planning</a>  <a href="#">PARKS PLAN 2025   City of Lake Oswego</a>	Adopted 2012	12-15 Years	2022 start	2022 In progress
<a href="#">2.5</a>	<a href="#">Strategic Plan</a> LOPR Strategic Profile	2015-16	3 Years	2024	2021
<a href="#">2.5.A</a>	LOPR Recreation Strategic Plan	2016	3 Years	2024	2021
<a href="#">2.5.B</a>	LOPR Parks Strategic Plan	2021	3 Years	2024	2021

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<a href="#">3.4.2</a>	Community Relations Plan	2019	3 Years	2024	2022
<a href="#">3.4.3</a>	Marketing Plan	2019	3 Years	2024	2022
<a href="#">3.6</a>	Records Management Policy and Procedures  See Admin Asst re: document mgmt. & destruction	Sept 2016	5 Years	2027	2022
<a href="#">3.6.1</a>	Records Disaster Mitigation and Recover Plan and Procedures  See LOPR Admin Asst and City Recorder	2010	As needed	2027	2022
<a href="#">4.1</a>	Personnel Policies and Procedures Manual <i>Personnel Policies Manual, Origination Date August 31, 2006, Updated 2011, 2014, 2018, 2021</i>	2006	3-5 Years and Interim as needed	2026	Full review 2006, with revisions 2011, 2014, 2018, 2021
<a href="#">4.1.2</a>	Recruitment Process <i>Personnel Policy Manual, Part 2, Section 2, page 40</i>	2006	Same as Above	Same as Above	Same as Above
<a href="#">4.1.8</a>	Compensation Plan, <i>Personnel Policy Manual, Part 3, Section 2, page 64</i>	2006	As needed, generally 1x per year on July 1 <sup>st</sup> (due to COLA's, classification changes, and labor contracts)	2023	2022
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<a href="#">4.5</a>	Workforce Health and Wellness Program	Unknown	3 Years	2024	2021
	Living Well in LO <i>Start date of EAP unknown (per HR Director, Megan Phelan). EAP benefits include online tools and educational resources: counseling, life-balance and workplace services.</i>	2015	1 Year	2024	2021
<a href="#">4.6.1</a>	Employee Training and Development Program – LOPR Onboarding <i>New employee orientations are scheduled at 9:00 a.m. on the employee's first day at work. Employee training is done at the department level. Mandatory (regular status employees) Anti-Harassment Non-discrimination training approximately every two years</i>	2016	3 Years	2025	2022
<a href="#">5.1.1</a>	Comprehensive Revenue Policy	Doc not dated	1 Year	2023	2022
<a href="#">6.1</a>	Recreation Programming Plan	2017	3 Years	2025	2022
<a href="#">6.2</a>	Program Objectives	2016	3 Years	2025	2022
<a href="#">6.4</a>	Community Education for Leisure Process	2016	3 Years	2025	2022
<a href="#">7.1</a>	Park Land Acquisition Procedures	2022	5 Years	2027	2022
<a href="#">7.5.1</a>	Facility Legal Requirements	2017	5 Years	2027	2022
<a href="#">7.9.1</a>	Recycling and/or Zero Waste Plan	2019	3 Years	2025	2022

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<a href="#"><u>8.6.2</u></a>	<a href="#"><u>Emergency Risk Communications Plan</u></a> City Emergency Risk Communications Plan (noted within the City EOP)	2010	7 Years	2024	2017
<a href="#"><u>9.1</u></a>	<a href="#"><u>Risk Management Policy</u></a>	2021	5 Years	2026	2021
<a href="#"><u>10.4</u></a>	<a href="#"><u>Needs Assessment</u></a>	2017	5 Years	2027	2022
<a href="#"><u>10.5.1</u></a>	<a href="#"><u>Recreation and Leisure Trends Analysis</u></a>	2016	3 Years	2025	2022