

1.6.1 LOPR_POLICIES & PROCEDURES MANUAL TABLE OF CONTENTS								
1.2 LOPR_FILE LISTING & PERIODIC REVIEW SCHEDULE								
Updated: 12/31/2022								
Date to be Reviewed: 06/30/2023								
	SECTION TITLE	REQ'D	NEW DOC #	DOCUMENT TITLE	Last Updated or Reviewed Date	One Year	Three Years	Five Years
				CAPRA TEAM LEAD CHEAT SHEET	10/6/2022	X		
Front Pages				LOPR_Director Welcome Letter	12/31/2022		X	
1.0	Authority, Role, Responsibility							
		F	1.1	LOPR_Source of Authority	12/31/2021			X
			1.1.1	LOPR_Approval Authority, Policy Body	12/31/2021			X
			1.1.1.A	LOPR_City Organization Chart (that shows policy bodies)	12/31/2022	X		
			1.1.2	LOPR_Citizen Advisory Boards, Commissions	12/31/2021		X	
			1.1.2.A	LOPR_Parks Board Orientation Manual	12/31/2022	X		
			1.1.2.B	LOPR_Parks Board Roster	12/31/2022	X		
			1.2	LOPR_MANDATORY Periodic Review of Documents (for CAPRA)	12/31/2022			X
			1.2.A	LOPR_PP&P File Listing & Periodic Review Schedule (this document) 2x Yr Updates	12/31/2022	06/30/2023 and 12/31/2023		
			1.2.1	LOPR_Document Approval Authority	6/30/2022	X		
			1.3	LOPR_Jurisdiction	12/31/2022		X	
		F	1.4	LOPR_Mission Statement	12/31/2021		X	
			1.4.A	LOPR_Values Statement	12/31/2021		X	
		F	1.4.1	LOPR_Agency Goals and Objectives	12/31/2021		X	
			1.4.2	LOPR_Personnel Involvement	12/31/2022		X	
		F	1.5	LOPR_Vision Statement	12/31/2021		X	
			1.6	LOPR_Resolution 16-24 PARKS RULES	12/31/2021			X
			1.6.A	LOPR_Park Rule Creation and Exception Procedures	12/31/2021			X
			1.6.A.1	LOPR_Park Rule Creation FORM	12/31/2021			X
			1.6.A.2	LOPR_Park Rule Exception FORM	12/31/2021			X
			1.6.A.3	LOPR_Park Rule Creation Tracking FORM	12/31/2021			X
			1.6.A.4	LOPR_Park Rule Exception Tracking FORM	12/31/2021			X
			1.6.B	LOPR_Director Authority & Approval Process	6/30/2021		X	
		F	1.6.1	LOPR_Administrative Policies and Procedures	12/31/2021		X	
			1.6.1.A	LOPR_Parks & Recreation Facilities	12/31/2022		X	
			1.6.1.A.1	LOPR_Park Inventory 2023_MATRIX	12/31/2022		X	
			1.6.1.B	LOPR_Parks Map 2008 (New map under construction)	12/31/2021			X
			1.6.1.B.1	LOPR_Parks Map Legend 2008 (New map under construction)	12/31/2021			X
			1.6.1.B.2	LOPR_Park Features and Natural Areas 2008 (New map under construction)	12/31/2021			X
		F	1.7	LOPR_Agency Relationships	12/31/2021			X
			1.7.1	LOPR_Operational Coordination and Cooperation Agreements	6/30/2022			X
2.0	Planning							
			2.1	LOPR_Overall Planning Function within Agency	12/31/2021			X
		F	2.2	LOPR_Involvement in Local Planning	9/14/2022		X	
			2.3	LOPR_Planning with Regional, State and Federal Agencies	12/31/2022		X	
			2.3.1	LOPR_Community Comprehensive Plan with Park and Recreation Component	6/30/2021			X
		F	2.4	LOPR_Park and Recreation System Master Plan (PP2025)	6/30/2022			X
			2.4.A	LOPR_Parks Plan 2025 Appendices	6/30/2022			X
		F	2.5	LOPR_Strategic Profile	6/30/2021		X	
		F	2.5.A	LOPR_Recreation Strategic Plan	6/30/2021		X	
		F	2.5.B	LOPR_Parks Strategic Plan	6/30/2021		X	
			2.6	LOPR_Feasibility Studies	12/31/2021			X
			2.7	LOPR_Site Plans	12/31/2021			X
			2.8	LOPR_Historical and Cultural Resource Management Plans	12/31/2021			X
			2.8.A	LOPR_Historic Preservation Except from 2014 Comp Plan	12/31/2021			X
		F	2.9	LOPR_Community Involvement	12/31/2021		X	
			2.9.A	LOPR_Community Engagement Goals, Policies and Procedures	12/31/2022			X
			2.9.B	LOPR_Res 08-83 Friends Groups	12/31/2021			X
			2.10	LOPR_ADA Transition Plan	12/31/2021			X
3.0	Organization & Administrative Info							
		F	3.1	LOPR_City FTE Org Chart	12/31/2022	X		
			3.1.A	LOPR_City Staff Roles & Responsibilities	12/31/2022		X	
		F	3.1.B	LOPR_Parks Org CHART	12/31/2022	X		
			3.1.C	LOPR_Staff Listing Responsibilities	12/31/2022		X	
			3.1.D	LOPR_Geographic Organization CHART	12/31/2022	X		
			3.2	LOPR_Administrative Offices	6/30/2022		X	
			3.2.1	LOPR_Support Services	6/30/2022		X	

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Last Updated or Reviewed Date One Year Three Years Five Years

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	F	3.3	LOPR_Internal Communication	6/30/2022		X	
	F	3.3.A	LOPR_Internal Communication Matrix	6/30/2022		X	
	F	3.4	LOPR_Public Information Policy	12/31/2022		X	
		3.4.A	LOPR_Public Information Policy Designee List	12/31/2022		X	
		3.4.1	LOPR_Public Information and Community Relations Responsibility	12/31/2022		X	
		3.4.2	Community Relations Plan - Addressed in 3.4.3, Section 6				
		3.4.2.A	LOPR_Citywide Communications and Engagement Strategy	9/6/2022		X	
		3.4.3	LOPR_Marketing & Community Relations PlanAlso covers 3.4.2, and 3.4.3.1	12/31/2022		X	
		3.4.3.A	LOPR_Sponsorship Policy	6/30/2021		X	
		3.4.3.B	LOPR_Sponsorship Agreements Guidelines	6/30/2022	X		
		3.4.3.C	LOPR_Banner Policy	12/31/2020		X	
		3.4.3.1	Marketing Responsibility - Addresses in 3.4.3, Section 1				
		3.4.3.2	LOPR_City of LO Social Media Posting Policy	6/30/2022		X	
		3.4.3.2.A	LOPR_City of LO Social Media Guidelines & Best Practices	12/31/2022		X	
		3.5	LOPR_Utilization of Technology	6/30/2022		X	
		3.5.A	LOPR_Information Technology Guidelines	12/31/2022		X	
		3.5.B	LOPR_Personal Cell Phone_Smart Phone Use During Work Hours	12/31/2022		X	
		3.5.C	LOPR_Shared Drive Management Procedures	12/31/2022		X	
	F	3.5.1	LOPR_Management Information Systems	6/30/2022		X	
		3.6	LOPR_Records Management Policy and Procedures	9/1/2022			X
		3.6.1	LOPR_Records Disaster Mitigation and Recovery Plan and Procedures	12/31/2022			X
4.0	Human Resources						
	F	4.1	LOPR_Personnel Policies Overview	12/31/2021			X
		4.1.A.1	LOPR_Incident Weather Policy Guidelines	12/31/2022	X		
		4.1.A.2	LOPR_Incident Weather Notification Procedure	12/31/2022	X		
		4.1.A.3	LOPR_Incident Weather Emergency Action Plan	12/31/2022	X		
		4.1.B	LOPR_Out of Office Protocols	12/31/2022		X	
		4.1.C	LOPR_Remote Work Policy	12/31/2022	X		
	F	4.1.1	Code of Ethics - Addressed in 4.1				
		4.1.1.1	Staff Acceptance of Gifts and Gratuities - Addressed in 4.1				
		4.1.2	LOPR_Recruitment Process	6/30/2022			X
		4.1.2.A	LOPR_How To NEO GOV Post a Position	6/30/2022		X	
	F	4.1.3	LOPR_Equal Opportunity Employment_Workforce Diversity	6/30/2022		X	
		4.1.3.A	LOPR_Parks & Recreation_Equal Oppportunity_Diversity	6/30/2022		X	
		4.1.3.B	LOPR_Parks & Recreation_Diversity, Equity and Inclusion Statements	6/30/2022		X	
		4.1.4	LOPR_Selection Process - Addressed in 4.1				
	F	4.1.5	LOPR_Background Checks Policy	12/31/2020		X	
		4.1.5.A	LOPR_Criminal Record Check including Volunteers and Contractors FORM	12/31/2020		X	
		4.1.5.B	LOPR_Hiring/Instructor Contracting Exceptions	12/31/2021			X
		4.1.6	LOPR_Employee Benefits - Addressed in 4.1				
		4.1.7	LOPR_Supervision - Addressed in 4.1				
		4.1.8	LOPR_Compensation Plan - Addressed in 4.1				
		4.1.9	LOPR_Performance Evaluation - Addressed in 4.1				
		4.1.10	LOPR_Promotion - Addressed in 4.1				
		4.1.11	LOPR_Disciplinary System - Addressed in 4.1				
		4.1.12	LOPR_Grievance Procedures - Addressed in 4.1				
		4.1.13	LOPR_Termination and End of Employment - Addressed in 4.1				
		4.1.14	LOPR_Social Media Policies Regarding Staff Use - Addressed in 4.1				
	F	4.2	LOPR_Staff Qualifications	6/30/2022		X	
	F	4.3	LOPR_Job Analyses for Job Descriptions	6/30/2022		X	
		4.4	LOPR_Chief Administrator	6/30/2022		X	
		4.4.1	City of Lake Oswego Leadership Succession Procedure	6/30/2022		X	
		4.5	LOPR_Workforce Health and Wellness Program	12/31/2021		X	
		4.5.A	LOPR_Suicide Response Guidelines	12/31/2022		X	
		4.6	LOPR_Orientation Program	12/31/2022		X	
		4.6.A	LOPR_Employee Onboarding Checklist FORM	12/31/2022		X	
		4.6.B	LOPR_New Hire Orientation MATRIX - Info Links FORM	12/31/2022	X		
		4.6.C	LOPR_Parks Division New Employee CHECKLIST FORM	12/31/2022		X	
		4.6.D	LOPR_City Employee Orientation Checklist FORM	12/31/2022	X		

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		4.6.1	LOPR_Employee Training and Development Program	12/31/2022		X	
		4.6.1.A	LOPR_Training Requirements by Job Title	12/31/2022		X	
		4.6.1.B	LOPR_Employee Completed Training MATRIX	12/31/2022	X		
		4.6.2	LOPR_Professional Certification and Organizational Membership	6/30/2022		X	
		4.7	LOPR_Volunteer Program Policy	12/31/2020		X	
		4.7.1	LOPR_Volunteer Management PlanAlso covers 4.7.2,4.7.3, 4.7.4, 4.7.5	6/30/2022		X	
		4.7.2	4.7.2 LOPR_Volunteer Recruitment, Selection, Orientation, Training and Retention				
		4.7.3	4.7.3 LOPR_Supervision and Evaluation of Volunteers				
		4.7.4	4.7.4 LOPR_Recognition of Volunteers				
		4.7.5	4.7.5 LOPR_Liability Coverage for Volunteers				
		4.7.5.A	LOPR_City Volunteer Waiver Release FORM	12/31/2020		X	
		4.7.5.B	LOPR_ONE and DONE FORM	12/31/2020		X	
		4.8	4.8 LOPR_Consultants and Contract Employees	6/30/2022			X
		4.8.A	4.8.A LOPR_Hiring_Contracting Exceptions	6/30/2022			X
5.0	Financial Mgmt						
		F 5.1, 5.2	LOPR_City of Lake Oswego Fiscal Policies & Management Procedures	6/30/2022		X	
		5.1.A, 5.2.A	LOPR_Supplemental Fiscal Practices	6/30/2022		X	
		F 5.1.1	LOPR_Comprehensive Revenue Policy	6/30/2022	X		
		5.1.2	LOPR_Agency Acceptance of Gifts and Donations	6/30/2021			X
		5.1.3	LOPR_Grants Procedures	6/30/2022			X
		5.1.3.A	LOPR_Grant Notification FORM (goes to Finance)				
		5.1.3.B	LOPR_Sample Potential Grant Tracking FORM				
		5.1.3.C	LOPR_Sample Awarded Grant Tracking FORM				
		5.1.3.D	LOPR_Iron Mountain Grant Award Staff Report (Example)				
		5.1.3.D.1	LOPR_Iron Mountain Resolution 17-20				
		5.1.3.D.2	LOPR_Iron Mountain Resolution 16-10				
		5.1.4	LOPR_Private, Corporate and Non-Profit Support Procedures	6/30/2022			X
		5.2.1	LOPR_Authority and Responsibility for Fiscal Management - Also addressed in 5.1, 5.2	6/30/2021			X
		F 5.2.2	LOPR_Purchasing Procedures	6/30/2022			X
		5.2.2.A	LOPR_Contract_PO_Signing Authority FORM Current	6/30/2022	X		
		5.2.2.1	LOPR_Emergency Purchase Procedures	6/30/2022			X
		F 5.3	LOPR_Accounting System - Addressed in 5.1, 5.2				
		5.3.1	LOPR_Financial Status Reports - Addressed in 5.1, 5.2				
		5.3.2	LOPR_Position Authority Procedures - Addressed in 5.4.1				
		5.3.3	LOPR_Fiscal Control and Monitoring Procedures - Addressed in 5.1, 5.2				
		F 5.3.4	LOPR_Independent Audit - Addressed in 5.1, 5.2				
		F 5.4	LOPR_Annual or Biennial Budget - Addressed in 5.1, 5.2				
		5.4.1	LOPR_Budget Development Guidelines	6/30/2022	X		
		5.4.2	LOPR_Budget Recommendations	12/31/2022		X	
		5.5	LOPR_Budget Control Procedures - Addressed in 5.4.1				
		5.5.1	LOPR_Supplemental Emergency Appropriations Procedures - Addressed in 5.4.1				
		5.5.2	LOPR_Inventory and Fixed Assets Control	6/30/2022			X
		5.5.2.A	LOPR_Capital Asset Listing	12/31/2022	X		
		5.5.2.B	LOPR_Capital Asset Disposal FORM				
		5.5.2.C	LOPR_Capital Asset Transfer FORM				
6.0	Programs & Services Mgmt						
		F 6.1	LOPR_Recreation Programming Plan	12/31/2022		X	
		6.1.1	LOPR_Program and Service Determinants	12/31/2022			X
		6.1.1.A	LOPR_Res Non-Res Policy	12/31/2021			X
		6.1.1.B	LOPR_Activity and Service Development and Delivery Process	12/31/2022		X	
		6.1.1.C	LOPR_Cost Recovery Model CHART	12/31/2022		X	
		6.1.2	LOPR_Participant Involvement	12/31/2022			X
		6.1.3	LOPR_Self Directed Programs and Services	12/31/2022		X	
		6.1.4	LOPR_Leader Directed Programs and Services	12/31/2022		X	
		6.1.5	LOPR_Facilitated Programs and Services	12/31/2022		X	
		6.1.6	LOPR_Cooperative Programming	12/31/2022		X	
		F 6.2	LOPR_Program Objectives	12/31/2022		X	
		6.2.A	LOPR_Program and Service Measurements	12/31/2022		X	
		6.3	LOPR_Scope of Program Opportunities	12/31/2022		X	

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SECTION TITLE	REQ'D	NEW DOC #	DOCUMENT TITLE				
		6.3.A	LOPR_Program Opportunities MATRIX	12/31/2022		X	
	F	6.3.1	LOPR_Outreach to Diverse Underserved Populations	12/31/2022		X	
		6.3.1.A	LOPR_Scholarship Policy	6/30/2022		X	
		6.3.1.A.1	LOPR_Scholarship Application FORM	6/30/2022	X		
		6.3.1.B	LOPR_Inclusion Policy	12/31/2019			X
		6.3.1.C	LOPR_Inclusive Recreation Handbook	12/31/2022		X	
		6.3.1.D	LOPR_Public Accommodation for Participation	12/31/2022		X	
		6.4	LOPR_Community Education for Leisure Process	12/31/2022		X	
		6.4.1	LOPR_Community Health and Wellness Education and Promotion (LWILO)	12/31/2021		X	
		6.5	LOPR_Code of Conduct-Participant	12/31/2021			X
		6.5.A	LOPR_Code of Conduct-Volunteer	12/31/2021			X
		6.5.1	LOPR_Concussion Policy	12/31/2020		X	
		6.5.1.A	2013 Senate Bill 721_Concussion				
		6.5.1.B	Concussion_parent_athlete_info_sheet-a				
7.0	Facility & Parks Land Use Mgmt						
		7.1	LOPR_Park Land Acquisition Policy	6/30/2022			X
		7.1.A	LOPR_Park Naming Policy	12/31/2022			X
		7.1.B	LOPR_Park Donation & Memorial Policy	12/31/2021			X
		7.2	LOPR_Areas and Facilities Development Policies and Procedures	12/31/2022			X
		7.2.A	LOPR_Facility Reservation Guidelines	12/31/2022			X
		7.2.B	LOPR_Food Trucks in Park Property	12/31/2021			X
		7.2.C	LOPR_Inflatable Devices in Park Property	12/31/2021			X
		7.2.D	LOPR_Temporary Rental of Park Properties for Fitness Activities during COVID-19	12/31/2021	X		*****RETIRED
		7.2.E	LOPR_Soft Surface Trails_Pathway Use Policy	12/31/2021			X
		7.2.F	LOPR_Athletic Fields Reservation Policies and Procedures	12/31/2022		X	
		7.2.1	LOPR_ADA Existing Facility and Site Audit	12/31/2022			X
		7.3	LOPR_Defense Against Encroachment Procedures	12/31/2021			X
		7.4	LOPR_Asset Mgmt & Disposition	12/31/2021			X
	F	7.5	LOPR_Maintenance and Operations Management Standards	12/31/2022		X	
		7.5.A	LOPR_Parks Maintenance Manual	12/31/2022		X	
		7.5.1	LOPR_Facility Legal Requirements	12/31/2022			X
		7.5.1.A	LOPR_Facility Legal Requirements MATRIX	12/31/2022	X		
		7.5.2	LOPR_Preventative Maintenance Plan	12/31/2022		X	
		7.6	LOPR_Fleet Management Plan	12/31/2022			X
		7.7	LOPR_Agency Owned Equipment, Materials, Tools and Supplies Policies and Procedures	12/31/2022		X	
		7.7.A	LOPR_City Vehicle Use Guidelines	12/31/2021			X
		7.7.A.1	LOPR_15 Passenger Van Driver Training FORM	12/31/2021			X
		7.7.A.1.1	LOPR_15 Passenger Van Driver Training TEST	12/31/2021			X
		7.7.A.2	LOPR_15 Passenger Vehicle Safety Checklist FORM	12/31/2021			X
		7.7.A.3	LOPR_DMV Accident and Insurance Report FORM	12/31/2021			X
		7.7.A.4	LOPR_Driving Record Report Authorization FORM	12/31/2021			X
		7.7.1	LOPR_Building Plans and Specifications	6/30/2022			X
		7.7.2	LOPR_Land and Lease Records	12/31/2022		X	
		7.8	LOPR_Environmental Sustainability Policy and Program	12/31/2022		X	
		7.9	LOPR_Natural Resource Management Plans and Procedures	12/31/2022			X
		7.9.1	LOPR_Recycling and or Zero Waste Plan	12/31/2022		X	
		7.10	LOPR_Maintenance Personnel Assignment Procedures	12/31/2022			
		7.11	LOPR_Capital Asset Depreciations and Replacement Schedule	12/31/2022	X		
8.0	Public Safety, Law Enforcement, Security						
	F	8.1	LOPR_Codes, Laws and Ordinances	6/30/2022			X
		8.1.1	LOPR_Staff Liaison to Law Enforcement Officers	6/30/2022			X
	F	8.2	LOPR_Authority to Enforce Laws by Law Enforcement Officers	6/30/2022			X
		8.3	LOPR_Law Enforcement Officer Training	6/30/2022			X
		8.4	LOPR_Public Information on Laws, Ordinances, Rules, Regulations and Policies	6/30/2022			X
		8.4.1	LOPR_In Service Training for Staff on Public Safety and Law Enforcement	12/31/2022		X	
		8.4.2	LOPR_Handling of Disruptive Behavior Procedures	12/31/2021			X

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			8.4.3	LOPR_Traffic Control, Parking Plans and Crowd Control	12/31/2022		X	
			8.4.4	LOPR_Handling of Evidentiary Items Procedures	12/31/2022		X	
		F	8.5	LOPR_Emergency Response Plan (General Security Plan)	12/31/2021			X
			8.6	LOPR_City Emergency Operations Plan (EOP)	6/30/2017			
			8.6.1	LOPR_In Service Training for Staff_Security_Emergency Mgmt	12/31/2022		X	
			8.6.1.A	LOPR_EM Training Reqmts_Course Info	12/31/2021			X
			8.6.2	LOPR_Emergency Risk Communications Plan	6/30/2017			
			8.6.3	LOPR_Care and Shelter Procedures	6/30/2017			
9.0	Risk Mgmt							
			9.1	LOPR_Risk Management Policy	12/31/2021			X
		F	9.1.1	LOPR_Risk Management Plan	12/31/2021			X
			9.1.1.A	LOPR_Child Safety Guidelines	12/31/2022		X	
			9.1.1.A.1	LOPR_Participant Image Use Policy	4/8/2022		X	
			9.1.1.A.2	LOPR_Participant Image Use_Consent FORM	4/8/2022		X	
			9.1.1.A.3	LOPR_Participant Image Use_Photographer Disclaimer FORM	4/8/2022		X	
			9.1.1.B	LOPR_Participant Safety Guidelines & Recommendations for Contracted Service Providers	12/31/2022		X	
			9.1.2	LOPR_Incident Response Guidelines	12/31/2022		X	
			9.1.2.A	LOPR_Non-EOC Incident Response Guidelines	6/30/2021			X
			9.1.2.B	LOPR_Customer Transportation in Emergency Situations	12/31/2022		X	
			9.1.3	LOPR_Personnel Involvement and Training	12/31/2022		X	
			9.2	LOPR_Risk Manager	12/31/2021			X
			9.3	LOPR_ADA Compliance and Face to Face Resolution	12/31/2021			X
10.0	Evaluation, Assessment, Research							
		F	10.1	LOPR_Systematic Evaluation Processes	12/31/2022		X	
			10.1.A	LOPR_Systematic Evaluation Processes MATRIX	12/31/2022	X		
			10.1.B	LOPR_Reporting Procedures	12/31/2022		X	
			10.1.C	LOPR_Customer Excellence Survey Guidelines	6/30/2022	X		
			10.1.C.1	LOPR_Customer Excellence Survey Guidelines_Attach Example (Sample Report)				
			10.1.C.2	LOPR_Current Customer Excellence Survey FORM	6/30/2022		X	
			10.1.1	LOPR_Responsibility for Evaluation	12/31/2022		X	
			10.1.2	LOPR_Staff Training on How to Evaluate Programs, Services and Facilities	12/31/2022		X	
			10.2	LOPR_Outcomes Assessment	12/31/2022		X	
			10.3	LOPR_Performance Metrics (Department Level)	12/31/2022		X	
			10.3.A	LOPR_Recreation Reporting Metrics	12/31/2022		X	
			10.3.A.1	LOPR_Recreation Division Why and What is Measured?	12/31/2022		X	
			10.3.A.2	LOPR_FY21-22 Recreation Performance Results MATRIX	12/31/2022	X		
			10.3.1	LOPR_Level of Service Standards	12/31/2022		X	
			10.4	LOPR_Needs Assessment	12/31/2022			X
			10.5	LOPR_Program and Service Statistics	12/3/2022		X	
			10.5.1	LOPR_Recreation and Leisure Trends Analysis	12/31/2022		X	
			10.5.2	LOPR_Community Inventory	12/31/2022			X
			10.5.3	LOPR_NRPA_Park Metrics 2021	12/31/2022	X		
			10.6	LOPR_Research Investigation	12/31/2022			X
			10.6.1	LOPR_Quality Assurance	12/31/2022		X	
Appendix A	HOW TO							
			HOW TO	LOPR_HOW TO UPDATE THE PP&P	12/31/2022	X		