



Director Approval - Original Approval Date: 12/31/2016
 Update Approval Date: 12/31/2022
 Signature: _____

PARKS & RECREATION

Date: 12/31/2016 Updated: 12/31/2022 Date To Be Reviewed: Three Years – 12/31/2025

Title of Document: 3.5.A LOPR_ Use of Information Technology Guidelines

Background:

The Information Technology Department within the City established guidelines for employees and other people utilizing City technology. This document directs the reader to the appropriate websites for support, direction and other information.

Procedure:

Most internal information can be found on the City’s internal, private web pages at:

<http://lo-web1.ci.oswego.or.us/private/>

Contacts:

Weston Pay	CIO	5688	8:00AM to 5:00PM M-F	
Kimble Harless	Library, Network, Telephone, DBA	2537	8:00AM to 5:00PM M-F	
Michael Hogan	Network, Telephone	7463	6:00AM to 4:30PM T-F	Generally off on Mondays
Derrick Berg	LOCOM, CAD, MDCs, Police Desktops	7456	6:00AM to 2:00PM M-F	Works until 4:30 on Fridays
Karen Luby	INCODE	0233	7:00AM to 3:30PM M-F	
Erika Roberts	Desktops, Backup Laserfiche	3749	7:30AM to 6:00PM M-TH	Generally off on Fridays
John-Paul Miller	Laserfiche	6504	7:00AM to 5:30PM M-TH	Generally off on Fridays
Lauren Bruss	Copy Center, Office Supply Coordinator, Shipping, Mail	0295	8:00AM to 5:00PM M-F	
Dave Arpin	Mail, Copy Center Alternate	5697	8:00AM to 5:00PM M-F	On-site part-time.
Dan Dismuke	Webmaster, Backup LOCOM, MDCs, Police Desktops	0259	8:00AM to 5:00PM M-F	

The screen shot on page 2 provides IT resources available to staff. Please familiarize yourself with the items that are circled in green.

Responsibility/Contacts: Administrative Assistant, IT Department



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New-Hire Request Form

**This is a new form that lives in the Laserfiche system. Please discontinue use of the old one and use this.*

[Mail Procedures \(USPS, UPS, FedEx\)](#)

Policy Documents

[Acceptable Use](#) - defines rights and responsibilities when using City technology equipment.

[Password Policy](#) - how to protect your passwords.

[Remote Access Policy](#) - rules and requirements for connecting to the City's network remotely.

Training Resources

[Laserfiche Information and Resources](#)

Internal Training:

[Email/Voicemail/Internet/Privacy Policies](#)
[Technology Assets Usage Policy](#)
[Contribute Version 5](#)

[IT Support Tips](#)
[Office 2013 Quick Start Guides](#)
[Outlook Calendar Permissions](#)

[Voicemail Quick Reference](#)
[Accessing Email from Home](#)

[Accessing Clackamas County Tax System](#)
[Duplex Printing](#)

How to Access City E-mail
[iPhones & iPads](#) • [Android](#) • [Web browser](#)

3rd Party Training:

[Cybersecurity Awareness](#)

[New Horizons \(software applications\)](#)