

4.6.B LOPR_New Hire Orientation MATRIX - Info Links
 (Supplements 4.6.A LOPR_Employee Onboarding Checklist FORM)
 Date: 06/30/2019 Updated: 12/31/2022 Date to be Reviewed: Annual - 12/31/2023

MAJOR PLANS in the PP&P MANUAL	WHERE TO FIND - NOTE: Links Deactivated & Sensitive Info Redacted in This (CAPRA EOC) Version	LEAD TITLE	CONTACT PHONE
LOPR_Strategic Profile - 2.5 LOPR_Recreation Strategic Plan - 2.5.A LOPR_Parks Strategic Plan - 2.5.B LOPR_City of Lake Oswego Emergency Operations Plan (EOP) - 8.6 LOPR_Department Emergency Response Plan - 8.6.A LOPR_Training Requirements by Dept for Emergency Operations Center (EOC) - 8.6.1.A		Director, Deputy Directors	
PARKS POLICIES & PROCEDURES DOCUMENTS		Admin Assistant	503-534-5420
Organizational Information			
Mission - 1.4, Vision - 1.5, Values - 1.4.A			
City Org Chart - 3.1			
LOPR Org Chart - 3.1.B			
LOPR Geographic Org Chart - 3.1.D			
LOPR Staff Listing Responsibilities - 3.1.C			
LOPR Parks & Recreation Facilities - 1.6.1.A			
Policies & Guidelines by Category			
Code of Conduct Participants/Volunteers - 6.5/6.5.A Customer Excellence - 10.3.1.B and others in Section 10 Donations & Memorials in Parks - 7.1.B Facility Reservation Guidelines - 7.2.A Fiscal Management - Section 5 Human Resources - Section 4 Incident Response - 9.1.2 Inclusive Recreation Policy & Handbook - 6.3.1.B-D Information Technology Guidelines - 3.5.A Marketing, Community & Public Relations - Section 3.4 Parks Rules - 1.6 Public Safety & Law - Section 8 Recreation Programs & Services Management - Section 6 Reporting Procedures (Activity & Financial) - 10.1.B Resident/Non-Resident Policy - 6.1.1.A Risk Management - Section 9 Scholarship Policy - 6.3.1.A Social Media Policy & Guidelines - 3.4.3.2/3.4.3.2.A Sponsorships - 3.4.3.A Vehicle Use - Section 7.7.A Volunteer Program - Section 4.7 and 4.7.1 - 4.7.5.B			
ACTIVE NETWORK (LIVE STAFF SIDE)	REDACTED	Admin Assistant	503-534-5420
ACTIVE NETWORK (LIVE PUBLIC SIDE)	REDACTED	Admin Assistant	503-534-5420
Active Network How Tos	P:\ACTIVE NETWORK DOCUMENTATION\1_DOCUMENTATION How To\HOW TO DOCS	Admin Assistant	503-534-5420
Please Note: Active Network is the registration and back office system. There are 4 websites...2 live and 2 training for both staff side and public side. Be aware of the site you are in.			
BUDGET			
Access to Tyler	Refer to your supervisor and contact IT to get Tyler access on your desktop	Supervisor & IT	
City Budgets	K:\FINANCE	Finance Dept	503-635-0254
LOPR Budget Info	P:\BUDGET	Deputy Director Recreation	503-675-2546
Division Specific Budget Info	Refer to your supervisor	Supervisor	
ACTIVITY GUIDE/CATALOG PROCESS	Contact Media Specialist	Media Specialist	503-534-5742
CLASS MANAGEMENT PROCESS	Contact Registrar	Registrar	503-675-2549
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CONTRACT ADMINISTRATION	Contact Administrative Assistant	Administrative Assistant	503-534-5420
Contract Administration General - private pages login	http://lo-web1/private/CAO/CAO-Contracts1.htm	Deputy City Attorney	503-635-8552
Add'l Contract Info Relating to LOPR - private pages login	http://lo-web1/private/CAO/CAO-Parks.htm	Deputy City Attorney	503-635-8552
CUSTOMER SATISFACTION SURVEY PROCESS			
DOCUMENTS			
Documents located on Shared P Drive	See Specific Folder on the shared P Drive...like HOW TO, LETTERHEAD, etc.		
LASERFICHE - How to access for archived documents	P:\LASERFICHE	Admin Assistant	503-534-5420
Documents located on City Website	http://www.ci.oswego.or.us/documents	Admin Assistant	503-534-5420
LO PRIVATE WEB PAGES - INTERNAL RESOURCE FOR STAFF			
<i>Login with City credentials Required</i>	http://lo-web1/private/	Admin Assistant	503-534-5420
FORMS located on P Drive	P:\FORMS	Admin Assistant	503-534-5420
FORMS located on City Website	http://www.ci.oswego.or.us/forms	Admin Assistant	503-534-5420
FACILITY RESERVATIONS			
Reserving Space for Classes and Activities		Registrar Office	503-675-2549
Reserving Space for Meetings		Registrar Office	503-675-2549
Staff Reservations for Premier Parks, Parks Shelters, Parks Maintenance Center Conf Room (MAC) - for activities or events	Contact Jean Ostrander	Parks Admin Support	503-675-3901
Customer Access to Parks Rentals	http://www.ci.oswego.or.us/parksrec/picnic-shelter-reservations	Parks Admin Support	503-675-3901
PHOTOS			
LOPR	P:\DIGIPHOTO	Media Specialist	503-534-5742
City Image Bank	City Image Bank	City PR Staff	503-675-3992
RECORD RETENTION GUIDELINES (Documents & Emails)	http://lo-web1.ci.oswego.or.us/private/PublicAffairs/RecordsManagement.htm		
REPORTING PROCEDURES and METRICS			
Reporting in General	P:\REPORTS <i>(to find where reports are located) Double click on the desired report, then the FY, then the DIVISION</i>	Admin Assistant	503-534-5420
HIGH LEVEL GUIDING DOCUMENTS			
City of LO Comprehensive Plan	http://www.ci.oswego.or.us/planning/comprehensive-plan	Planning Department	503-635-0290
Parks Plan 2025	http://www.ci.oswego.or.us/parksrec/parks-plan-2025	Director	503-675-2548
Other Master and Site Specific Plans	P:\PARKS PLANNING Mgmt Svcs	Parks Planner/Proj Mgr	503-697-6575
Living Well in LO - Health & Wellness Initiative	http://www.ci.oswego.or.us/parksrec/living-well-lo	Deputy Director Recreation	503-675-2546
Digital Versions of Print Media			
LOPR Activity Guide	http://www.ci.oswego.or.us/parksrec/parks-recreation-classes-activities <i>Click View the Current Catalog from Related Links in right side of web page</i>	Media Specialist	503-534-5742
LOPR Active Network - Public Activity Registration Website	REDACTED <i>The web address we give the public to access is www.lakeoswegoparks.org</i>	Admin Assistant	503-534-5420
LOPR Annual Fact Book	http://www.ci.oswego.or.us/parksrec/lopr-annual-facts	Deputy Director Recreation	503-675-2546
Hello LO (Official City Newsletter)	http://www.ci.oswego.or.us/publicaffairs/hello-lo		
LO Review	https://pamplinmedia.com/lake-oswego-review-home		