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

**Title of Document:** 9.1.3 LOPR\_Personnel Involvement and Training

**Background:**

The City of Lake Oswego involves and trains personnel at all levels on risk management policies and procedures. The City is fully-insured, and the Departments are responsible for and coordinates training for their respective employees. The Human Resources Department may also coordinate and offer training to employees. There are many types of education and training that address different aspects of risk management:

- New Employee Orientation (City and Parks & Recreation)
- Active Shooter
- Anti-Harassment and Non-Discrimination
- Chemical and Pesticide Use
- Child Safety (for those working with or around children)
- CPR/AED
- Cyber Security Training
- Defensive Driving
- Earthquake Drill (Duck and Cover)
- Emergency Operations Center
- Emergency Preparedness
- Evacuation Procedures
- Passenger Van Driver Training and Safety Checklist

**Related Documents:**

- 4.6.A LOPR\_Employee Onboarding Checklist Form
- 4.6.C LOPR\_Parks Division New Employee Checklist Form
- 8.5 LOPR\_Emergency Response Plan (General Security Plan)
- 8.6 LOPR\_City Emergency Operations Plan (EOP and all related documents that fall under 8.6)
- 9.1 LOPR\_Risk Management Policy
- 9.1.1 LOPR\_Risk Management Plan

**Responsibility/Contacts:** Human Resources Director, Parks & Recreation Director, Deputy Directors, Administrative Assistants