

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 1: GENERAL INFORMATION

EFFECTIVE DATE:

SECTION 3: PROCEDURES FOR CHANGE

REVISED:

- 1.3.1 **PURPOSE:** To establish criteria to facilitate changes in the El Dorado County Fire Protection District Operating Guidelines.
- 1.3.2 **PROCEDURE:** When, through time, it becomes necessary to make changes in operating policies and procedures to keep the organization dynamic and functional, the following procedure shall be in effect:
- 1.3.2.1 All requests for changes or policy initiation in operating policies shall be made in writing through the established District chain of command.
- 1.3.2.2 The Fire Chief or his designee shall determine whether the requested change meets with the function of the District.
- 1.3.2.3 All requests for change will be answered in writing by the Fire Chief or his designee within two (2) weeks of the date of the request.
- 1.3.2.4 District Grievance Policy can be applied, if final decision is unsatisfactory to concerned parties.