

**EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE**

**ARTICLE 2: ADMINISTRATIVE POLICIES
SECTION 17: DIVISION OF SAFETY AND
ADMINISTRATIVE PERSONNEL**

**EFFECTIVE DATE:
REVISED: 03-18-2018**

2.17.1 PURPOSE: To provide effective time management and division between District Duty Crews and Administration.

To allow harmonious cohabitation of a building with individual area's of responsibility.

To provide the propose structure for following the District Chain of Command.

2.17.2 PROCEDURE:

SAFETY During Administrative Office hours, (0800 - 1630 Monday through Friday), duty crews, including Captains shall not enter the Administrative work area, unless requested by a supervisor. After work hours, the duty crew will have access to the Administrative work area to clean or carry out duties assigned.

2.17.3 PROCEDURE:

NON- SAFETY During normal station hours, the administrative staff shall not go into the duty crew section of Station 21, without a specific business reason and with their supervisor's permission.