

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

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**ARTICLE 1: GENERAL INFORMATION**

**EFFECTIVE DATE:**

**SECTION 3: PROCEDURES FOR CHANGE**

**REVISED: 02-01-2020**

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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.