

**EL DORADO COUNTY FIRE PROTECTION DISTRICT**

**STANDARD OPERATING GUIDELINE**

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**ARTICLE 1: GENERAL INFORMATION**  
**SECTION 4: DEFINITIONS**

**EFFECTIVE DATE:**  
**REVISED DATE: 01-01-2020**

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<b>DISTRICT</b>	All reference made to “District” refers to the “El Dorado County Fire Protection District.”
<b>PERSONNEL</b>	All personnel of the District, unless otherwise specified, i.e., volunteer personnel.
<b>WILL, SHALL, MUST</b>	Terms denoting policies or portions thereof that are not open to interpretation.
<b>MAY, CAN, SHOULD</b>	Terms denoting policies or portions thereof that are open to some limited interpretation.
<b>SHIFT PERSONNEL</b>	All full time employees of the District assigned to fifty-six (56-hour work week or 40 hour safety position(s).
<b>ADMINISTRATIVE PERSONEL POLICY</b>	All full time employees of the District assigned to Forty- (40) hour workweek.
<b>POLICY</b>	A definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.
<b>PROCEDURE</b>	A series of steps followed in a regular and definite order as a method of accomplishing a task or meeting set goals.