

BODEGA BAY FIRE PROTECTION DISTRICT  
***STANDARD OPERATING GUIDELINES***

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APPROVED BY: 

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When does a task or request become an order? Whenever I ask that something be done or be completed. A task, a request, or an order is something I expect to be completed. It is also expected that I am asking you to complete the task for good reason and therefore I do not expect to complete the task myself.

I ask individuals to complete "tasks" on a regular basis. These "tasks" are not normally part of an individual's daily routine. I am generally not specific as to the desired time frame I expect this "task" to be completed.

In an effort to clear up any confusion an individual might have as to what is expected, my expectation is that if I do not specify a date of completion it is my expectation that the individual has one week to complete the task.