



Company Officer 2B General Administrative Functions (2014)

October 23 - 25, 2023

Class Location: Fire Instruction, 840 East F St., Suite B, Oakdale, CA 95361
0900 - 1600 hours

Student Cost: \$375.00

Designed for: Aspiring Company Officers

Description: This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public.

Prerequisites: Meet the educational requirements for Fire Fighter II

Certification: Fire Officer (Level I and II)

Instructor: Capt. (Ret) John F. Smith, MBA

Registration: Visit our website at www.fireinstruction.org

For assistance, please contact our office at (209) 322-3037 or email info@fireinstruction.org

Payment, Cancellation & Refund Policy: A Check OR Credit Card information is required to hold your reservation in class. **Cancellations must be received 10 days prior to the first day of class VIA EMAIL ONLY.** A partial refund and/or credit for a future class may be granted if student cancels within 10 days. NO REFUND will be given if student fails to attend or complete class or doesn't **CANCEL VIA EMAIL.** If Fire Instruction must cancel a class, a full refund or credit of tuition will be given. Fire Instruction reserves the right to amend their policies and procedures at any time without providing updated information to students.

Fire Instruction
840 East F Street, Suite B, Oakdale, CA 95361
209-322-3037 Fax 209-322-3396

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