



## Company Officer 2B General Administrative Functions (2014)

April 14 - 16, 2025

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

**Student Cost:** \$400.00

**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](http://www.fireinstruction.org)

For assistance, please contact our office at (209) 844-6236 or email [info@fireinstruction.org](mailto:info@fireinstruction.org)

***Fire Instruction***  
840 East F Street, Suite B, Oakdale, CA 95361  
Office Cell: 209-844-6236

*Please visit our website [www.fireinstruction.org](http://www.fireinstruction.org) for additional classes*



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