

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

October 26 - 28, 2020

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

**Student Cost:** \$295.00

**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) 322-3037 or email [info@fireinstruction.org](mailto: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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