



Company Officer 2B General Administrative Functions (2014)

February 19 - 21, 2019

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

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.

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209-322-3037 Fax 209-322-3396



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