



South Bay Regional Public
Safety Training Consortium
&
The San Jose Fire Department



Chief Fire Officer 3C General Administrative Functions

Class Description:

This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the AHJ.

Certification Track: [Chief Fire Officer \(New Track\)](#)

Instructor: Elite Command Training

Location:

[December 13-15, 2017](#) [0900-1730 hours](#)

San Jose Fire Department Training Center
255 S. Montgomery St., San Jose, CA. 95110

Cost: \$295

Textbooks and required materials will be provided for use in class. Students should bring a laptop or USB compatible device to class as some materials may be provided electronically via a flash drive.

Registration Begins August 21, 2017

To enroll, please contact: South Bay Regional Public Safety Training Consortium at (408) 229-4299 or by email at firereservations@theacademy.ca.gov. Registrations will be accepted up to the date of class if space is still available.

REFUND/CANCELLATION POLICY: No refund will be given if student does not attend and/or cancels 13 (or less) calendar days prior to start of class.