



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:** Dale Vogelsang

**Date, Time & Location:**

[January 18-20, 2021](#)      [0900 hours](#)

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

**Cost:** \$399      (SJFD will cover this cost for SJFD personnel who attend the course.)

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 Monday, June 8th**

To enroll, please contact: South Bay Regional Public Safety Training Consortium at (408) 229-4299 or by email at [firereservations@theacademy.ca.gov](mailto: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.