



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



Company Officer 2B

General Administrative Functions

Class 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.

Certification Track: [Company Officer](#)

Instructor: Doug McKelvey

Date, Time & Location:

[February 10-12, 1010](#) [0900 hours](#)

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

Cost: \$299 (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, October 28th

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.