



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.

Instructor Bio:

Don M. Torres has been working in the fire service for the past 20 years. He currently works as a Fire Captain for the San Jose Fire Department. His past assignments have included SJFD Urban Search and Rescue company, Arson Unit and Training Officer.

Don has been an Adjunct Faculty member within the Fire Technology Program at Los Medanos College for the past 8 years and has been a Lead Instructor for several Los Medanos College Firefighter I Academies. Don holds a Bachelor of Arts degree in Socio-Cultural Anthropology from California State University, Hayward and an Associate of Science degree in Fire Science Technology from Chabot College. He is certified by the State of California as a Fire Officer, Fire Investigator II, Fire Instructor I and is approved to teach several State Fire Training classes.

Prerequisites: Meet the educational requirements for Fire Fighter II

Certification Track: Company Officer (2014)

Date, Time & Location:

October 10-12, 2016

0900 – 1700 hours

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

Cost: \$299 (All course materials are included)

Registration opens March 29, 2016. To enroll, please contact: South Bay Regional Public Safety Training Consortium at (408) 270-6458 or by email at fireervations@theacademy.ca.gov. The registration deadline is September 9, 2016 by 12:00 pm. Late 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.