



## RIVERSIDE COUNTY TRAINING OFFICERS

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Class:	Chief Fire Officer 3C: General Administration Functions
Dates:	October 30 <sup>th</sup> thru November 1 <sup>st</sup> , 2024 (W, TH, F) <b>(24 Hours)</b>
Time:	Class runs 0800-1700
Location:	City of Corona Fire Department Large Conference Room 735 Public Safety Way Corona, CA 92878
Instructor:	Battalion Chief Kevin Diamond
Costs:	\$335
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.
Prerequisites:	Meet the educational requirements for Company Officer as per OSFM, completed all course work or have Company Officer Certification from OSFM.
Standard:	Complete all activities and formative tests. Complete all summative tests with a minimum score of 80%.
Student Materials:	<b>Student is required to purchase and bring to class on their own:</b> <b>Chief Officer: Principles and Practice 1<sup>st</sup> Edition</b>
Refunds:	There will be no refunds if the student does not cancel within 7 days of the class, by emailing: <a href="mailto:rcto@rcto.training">rcto@rcto.training</a>
Register:	<a href="https://rcto.training/store">https://rcto.training/store</a>
Payment:	Once you register for the class, a PayPal link will be emailed to the student.
Website:	<a href="http://www.rcto.training">www.rcto.training</a>