



# 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) (24 Hours)**
- 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: **Student is required to purchase and bring to class on their own:**  
**Chief Officer: Principles and Practice 1<sup>st</sup> Edition**
- Refunds: There will be no refunds if the student does not cancel within 7 days of the class, by emailing: [rcto@rcto.training](mailto:rcto@rcto.training)
- Register: <https://rcto.training/store>
- Payment: Once you register for the class, a PayPal link will be emailed to the student.
- Website: [www.rcto.training](http://www.rcto.training)