APPENDIX C – TALK GROUP PERMISSION LETTER TEMPLATE

800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	**Appendices**	CMRAC Approval – Signature:
Sub-Section:	**Appendix C**	Approved
Procedure Title:	**TALK GROUP PERMISSION LETTER TEMPLATE**	
Date Established:	**2/22/06**	
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1. Purpose or Objective

The purpose of this template is to provide a guide for requesting the use of another owners talk group resources. Note that this is a two-sided, one sheet document. Procedure for use of this letter is found in this manual, *Section 2.4 Use of Shared Talk Groups*.

(See next page)

Central Minnesota Radio Board - Regional 800 MHz Trunked Radio System

AUTHORIZATION TO USE TALK GROUPS NOT OWNED BY THE REQUESTING AGENCY

Date: _____

Requesting Agency: _____

Authorizing Agency: _____

Reason for Request

Add Talk Group(s) to Radios
Scan Talk Group(s)
Other _____

I. Request permission to ADD the following talk groups

Talk Group	**To Be Installed in: (i.e., Portable, Mobile, Command Post)**	**For the following Work Units:**

II. Request permission to SCAN/ MONITOR the following talk groups

Talk Group	**To Be Installed in: (i.e., Portable, Mobile, Command Post)**	**To be monitored by the following positions:**	**Request for Receive Only**

III. Other Request/ Requirements (Explain)

_____

IVI. Reason for Request

_____

(Attach supporting documentation)

Name of individual completing application_____

Address_____

Phone_____ E-mail address_____

This Side for Authorizing Agency use Only

State of Minnesota – Central Minnesota Radio Board - Regional 800 MHz Trunked Radio System

AUTHORIZATION TO USE TALK GROUPS NOT OWNED BY THE REQUESTING AGENCY

Request Approved_____ Approved with Conditions_____ Denied_____

Conditions:

_____

_____

_____

_____

_____

Authorized Signature: _____

Name of Authorizing Individual _____

Address_____

Phone_____ E-mail address_____