

APPENDIX C – TALK GROUP PERMISSION LETTER TEMPLATE

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

Document Section:	Appendices	Radio TOC Approval – Signature:
Sub-Section:	METRO Appendix C	
Procedure Title:	TALK GROUP PERMISSION LETTER TEMPLATE	
Date Established:	5/12/01	
Replaces Document Dated:	5/21/01	MESB Approval - Signature:
Date Revised:	2/25/09	

1. Purpose or Objective

The purpose of this template is to provide a guide for requesting the use of another owner's talkgroup resources. Note that this is a two-sided, one sheet document. Procedure for use of this letter is found in ARMER Standard 2.7.0—*Use of Shared Talk Groups*.

(See next page)

Metropolitan Emergency Services Board - ARMER 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)

IV. Reason for Request

(Attach supporting documentation)

Name of individual completing application _____

Address _____

Phone _____ E-mail address _____

This Side for Authorizing Agency use Only

Metropolitan Emergency Services Board - ARMER 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 _____