***Sample Reciprocal Talkgroup Authorization Letter***

***To be entered on Official Letterhead***

***Copy to be filed with the State***

***\*\*Note for clarification: If you are requesting to share talkgroups with another agency, then your info replaces the yellow text below & the other agency’s info replaces the green text\*\****

[Date]

Respondent Authorizing Official, e.g., Chief of Police

Respondent Agency

Respondent Agency Address

Respondent Agency City, State, Zip

Dear Respondent Authorizing Official,

Requesting Agency operates talkgroups on the New Jersey Interoperable Communications System (NJICS). I believe that shared access to our departments’ primary talkgroups would allow for improved inter-agency communication in the event there is the need for mutual aid assistance, joint operation, or during planned or emergency large scale events.

By this correspondence, I am authorizing access to the below listed Requesting Agency’s primary talkgroup(s) on the NJICS for authorized personnel in your agency. I am also requesting the same access to the Respondent Agency’s primary talkgroup(s) on the NJICS for authorized personnel.

If you agree, please fill in the appropriate information in the below box, sign, and return to me. We can coordinate encryption keys with the State when the time comes for programming.

If you have any questions, please feel free to contact me directly.

Respectfully,

Requesting Authority’s Name

Requesting Authority’s Title, e.g., Chief of Police

**Authorization to Share NJICS Talkgroups**

**Requesting Agency Respondent Agency**

**Talkgroup ID Talkgroup Alias Talkgroup ID Talkgroup Alias**

e.g., 8000xxxx e.g., Twp PD1 e.g., 8000yyyy e.g., City PD1

Requesting Authority’s Name Respondent Authorizing Official

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_