***Sample Talkgroup Authorization Letter***

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

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

[date]

Command level name, e.g., Chief of Police

Agency

Agency Address

Agency City, State, Zip

Reference: Radio Communications

Dear Command level name,

Shared access to relevant talkgroups would allow for improved inter-agency communication during times of 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 talkgroup(s) on the New Jersey Interoperable Communications System (NJICS) for authorized personnel in your agency.

|  |  |  |
| --- | --- | --- |
| Talkgroup ID | Talkgroup Alias |  |
| e.g., 8000xxxx | e.g., Twp PD1 |  |
| e.g., 8000xxxy | e.g., Twp OEM |  |
| e.g., 8000xxxz | e.g., Twp EMS |  |

Sincerely,

Command level name, e.g., Chief of Police Agency

Agency Address

Agency City, State, Zip