



California Radio  
Interoperable System  
(CRIS)

TALK GROUP USAGE AGREEMENT

Talk groups are considered by the California Interoperable Radios System (CRIS) to be "Owned" by the agency for which the talk group was created. As the owner of the talk group the owning agency has the authority and control to define who can, and cannot, use the talk group and to what degree. In order for the CRIS to program a talk group into the radio of a subscriber where the talk group is owned by another agency the requesting agency must complete this letter of Authorization. Representatives from both agencies must sign the Letter of Authorization (LOA) and submit to the Radio Programming Development Unit prior to the programming of any talk groups.

**Requesting Agency:**

**Owning Agency:**

Name of individual completing application:

Title

Address

City

State

Zip

Office Phone Number

Cell Phone Number

Email

**REASON FOR REQUEST:** ☐ Add Talk Groups ☐ Delete Talk Groups ☐ Other (Explain below in Section III.)

**I. Request permission to ADD the following talk groups**

Talk Group Name	To Be Installed In: (i.e., Portable, Mobile, Console)	Operational Area

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

Talk Group Name	To Be Installed In: (i.e., Portable, Mobile, Console)	To be monitored in the following location



**III. Other Request/ Requirements** *(Explain)*

**IV. Reason for Request** *(Attach supporting documentation if needed)*

***(To Be Completed by Owning Agency)***

☐ Request Approved      ☐ Approved with Conditions      ☐ Denied

Conditions/Reason for Denial:

**Owning Agency:**

Date Submitted:

Authorized Signature:

Printed Name:

Address

Office Phone Number

Cell Phone Number

Email

**When complete submit to:**

[RPU@caloes.ca.gov](mailto:RPU@caloes.ca.gov) - AND -  
601 Sequoia Pacific Blvd  
Sacramento CA 95811-0231

[PSC.Intake@caloes.ca.gov](mailto:PSC.Intake@caloes.ca.gov)

**Instructions for Completing Form**

1. Agency requesting use of talk group will complete Sections I through IV.
2. Requesting agency will submit form to owning agency.
3. Owning agency will complete approval section.
4. Once form is completed and all signatures present (even if request is denied by owning agency), requesting agency will enter date form is submitted to Radio Programming Development Unit.
5. Mail or e-mail form to address(s) listed above.