



**PUTNAM COUNTY**  
**BUREAU OF EMERGENCY SERVICES**  
*Communications Division*

112 Old Route 6  
 Carmel NY 10512  
 (845) 225 - 4860

**Radio Procedure Change Form**

<i>Department</i>		<i>Date of Request</i>	
<i>Person Authorizing Change</i>		<i>Rank</i>	
<b>Change Type</b>			
<input type="checkbox"/> Permanent <i>Date of Change</i> _____			
<input type="checkbox"/> Temporary <i>Change in effect from</i> _____ @ _____ <i>Time</i> <i>Until</i> _____ @ _____ <i>Time</i>			
<b>Describe Change</b>			
<i>Signature</i>		<i>Daytime Phone</i>	<i>Evening Phone</i>
<b>Fax Completed Form To (845) 808 – 4010!</b> <i>If urgent request during non-business hours, form may be faxed to Communications Center</i>			
<b>For Bureau Use</b>			
<i>Date Received</i>	<i>Received VIA</i>	<i>Reviewed By</i>	<i>Date Implemented</i>
<i>Review Results</i> <input type="checkbox"/> Implemented as Written <input type="checkbox"/> Follow Up With Writer For Clarification <input type="checkbox"/> Radio Vendor To Complete By _____ <input type="checkbox"/> Unable To Implement ( <i>Write Comments Below</i> )			
<i>Comments</i>			



Robert J. Bondi  
 County Executive

Robert McMahon  
 Commissioner

