



## Transfer of Subscriber Guideline Policy

### I. POLICY

The purpose of this policy is to set guidelines for the process to be used for the Transfer of St. Louis County Emergency Communications Commission (ECC) Funded Subscriber Units.

### II. PROCEDURE

Occasionally User Agencies will have a desire to transfer active ECC Funded Subscriber Units to another User Agency. This process is meant to promote the ease of transition, while verifying the condition of the Subscriber Unit and its accessories, and protecting the security of the radio system. The guideline supports Section 3 of the User Agreement for Subscriber Radios.

#### A. Subscriber Transfer

1. The Transferring Agency must forward a letter to the ECC on agency letter head advising of the transfer of equipment. The notice of transfer must be signed by the authorizing representative of the agency; i.e.: the person who originally signed for the ECC issued equipment on Exhibit A or the current head of the agency.
2. A Transferred Inventory Acknowledgment of Receipt form (ECN #17-17) must be submitted Along with the subscriber Unit(s).
3. Prior to Transfer, Subscriber radios must be returned to the ECC for review of the physical condition of the unit and should include all previously issued accessories (Batteries, charger, speaker-mics, etc.)
4. The User Agency receiving the transferred unit will be responsible for any programming fees and the repair or replacement of subscriber radios and accessories.
5. Receiving Agency MUST have signed Radio User Agreement in place with ECC.

Approved at the regular Emergency Communications Commission meeting on JUNE 8, 2017



Director,  
Emergency Communications Network



Chairman,  
St. Louis County Emergency  
Communications Commission

Attachment: Transferred Inventory – Acknowledgement of Receipt



## Transferred Inventory - Acknowledgment of Receipt

*Originating Owner \ Transferring Agency:* \_\_\_\_\_

*Authorizing Letter Sent or Attached:* \_\_\_\_\_ *If Sent, Dated:* \_\_\_\_\_

***Receiving Agency:***

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency City: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

The equipment below was originally ECC Funded, and Original Owner Agency hereby requests the ECC approve transfer to the User Agency above.

**RECIEVEING AGENCY**

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**How to fill out the *Transferred Inventory Acknowledgment of Receipt* form:**

*Originating Owner \ Transferring Agency* profile information is entered at the top of the form. The agency transferring the subscriber unit(s) must also **forward a letter to the ECC on agency letter head signed by an authorized representative of the agency**; i.e.: the person who originally signed for the ECC issued equipment on Exhibit A or the current head of the agency.

*Receiving Agency* section at the top of the form is where profile and contact information for the receiving agency is entered.

The Signature section at the bottom of the form is to be completed by the Receiving agency.

Duplicate Page 2 if additional space is needed.

