

Kansas Department of Transportation
Vicki Shanley
785-296-3662
vicki.shanley@ks.gov (preferred method of contact)

Shared User Agreement Process

1. Agency needs to send Vicki a written formal request letter on agency letterhead. The letter needs to say that they are requesting access to the State of Kansas 800 MHz Radio System, and it needs to include the contact information for the person responsible for signing the agreement. The letter can either be scanned in and emailed to Vicki or mailed to her office at:
Kansas Department of Transportation
Bureau of Maintenance, 8th Floor
700 SW Harrison St
Topeka, KS 66603
2. Vicki will have the Shared User Agreement created by the Staff Attorney. Two copies of the agreement will be mailed to the agency. Both copies need to be signed and mailed back to Vicki.
3. When Vicki receives the two copies, she will have them signed by KDOT. One copy will then be mailed back to the agency for their records.
4. Once this process is complete, any radios that the agency have will be activated to work on the system.

Talkgroup Requests

The agency needs to contact Vicki to request talkgroups specific to their agency on the radio system. Vicki will work with the agency to determine the number of talkgroups needed and coverage area that will meet their needs. When the talkgroups have been determined, Vicki will request to have them created and activated in the system. Once that is complete, the talkgroups can be programmed into radios.

If an agency is wanting to program another agency's talkgroup into their radios, they must get an authorization letter from the other agency that lists the specific talkgroups that they are giving permission for and any restrictions on users. We do not allow other agency talkgroups to be programmed into someone's radio without written permission. This authorization letter can be sent to Vicki or Michael Hernandez.