

**RENSELAER COUNTY BUREAU OF PUBLIC SAFETY  
Announcement Request**

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

AGENCY: \_\_\_\_\_

TEXT OF ANNOUNCEMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WAKE, FUNERAL, FINAL CALL FORM ATTACHED

MESSAGE AUTHORITY – NAME: \_\_\_\_\_

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

PAGERS    SIREN    TEXT MESSAGE    BROADCAST ONLY

DATE: \_\_\_\_\_    AM MEMO    PM MEMO    OTHER: \_\_\_\_\_

DATE: \_\_\_\_\_    AM MEMO    PM MEMO    OTHER: \_\_\_\_\_

DATE: \_\_\_\_\_    AM MEMO    PM MEMO    OTHER: \_\_\_\_\_

DATE: \_\_\_\_\_    AM MEMO    PM MEMO    OTHER: \_\_\_\_\_

PRINT NEATLY

**FAX TO 272-4700 ATTN – SHIFT SUPERVISOR CALL 270 – XXXX TO CONFIRM RECEIPT**

SUBMITTED BY: \_\_\_\_\_ CONTACT PHONE # FOR VERIFICATION

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RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_