



Title:	WAVE Subscriber & Naming Policy	SOP No:	ITS-RADIO-020
Revision:	1.0	Effective Date:	March 1, 2017
Owner:	Manager - Wireless Communications	Department:	IT Solutions

WAVE Subscriber and Naming Policy

1 Purpose

The objective of this policy is to establish a standardized Channel and User identification plan including alias naming convention for entities utilizing WAVE on the City of Fort Worth Regional Radio System (FWRRS) or as WAVE-only clients. The goal of this policy is to ensure effective use of resources, eliminate the possibility of duplicate aliases and facilitate communications across all users and platforms.

2 Scope

All entities and users connecting to the WAVE Communication System on the Fort Worth Regional Radio System must comply with this policy.

3 References

None

4 Conditions for Exemption

Exceptions to the policy must be approved by the Senior Manager of Wireless Communications.

5 Justification

5.1 *Minimize Risk of System Level Conflicts*

A well planned, meaningful and easily identifiable talkgroup and user naming policy will minimize the risk of system level conflicts. As every user connected to the CFWRRS through WAVE shares a common talkgroup table, it is mandatory that no two agencies have talkgroups named identically.

Additionally, control of the user accounts will ensure availability during operations and maximum efficiency.

5.2 *WAVE System Requirements*

The WAVE System requires that all users be assigned a user alias to be enabled on the system.



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5.3 Master Switch Will Not Allow Duplicate Alias Assignment

The Master Switch of the Fort Worth Regional Radio System will not allow a duplicate alias to be assigned. Since the WAVE system connects to the radio system, this same restriction will apply.

6 Controlling Access to WAVE and the FWRRS

6.1 Interlocal Agreement

All external agencies wishing to utilize the WAVE Communication System must execute an Interlocal Agreement with the City of Fort Worth.

6.2 User Licenses

To use the WAVE system, a user license is required. An agency may have more users installed than licenses owned, but may not have more users on concurrently than the number of licenses they hold.

City of Fort Worth internal agencies will purchase their user and talkgroup licenses through the Wireless Communications division. Outside agencies will purchase their own user and talkgroup licenses directly through Motorola and send them to the City of Fort Worth to add to their WAVE access.

6.3 User Accounts

The Wireless Communications division is solely responsible for the creation and control of user accounts. These accounts must be requested in writing from the authorizing agency or department. It is the authorizing agency's responsibility to notify Wireless Communications of any user account that needs to be deactivated.

6.4 Radio Talkgroups

It is the responsibility of the requesting agency to purchase the channel license required to access WAVE or the FWRRS. Internal departments must purchase their licenses through Wireless Communications. External agencies will purchase their licenses through Motorola and deliver the licenses to Wireless Communications for use on the system.



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7 Channel and Alias Naming Rules

This section defines the structure of the talkgroup and radio naming convention.

7.1 System Prefix

For channels connected to the FWRRS, the existing talkgroup name will be carried over to WAVE users. For WAVE only channels, the channel will be prefixed with the standard agency prefix to eliminate the possibility of duplicates. Refer to [ITS-RADIO-001 - P25 Talkgroup & Individual ID Naming Policy](#) for a list of prefixes in use and the agency they represent.

7.2 Numbering

The default sort order for WAVE talkgroups is alphabetical. To make the list more user friendly on mobile devices, numbers may be placed in front to arrange the talkgroups in the preferred order. This does not override the requirement for an agency prefix.

7.3 User Alias

To avoid conflicts within the system resulting from duplicate alias being assigned, each agency will prefix their user alias with the prefix for their agency. Use of the agency prefix will not only ensure that every alias is unique, but will tell any receiving agency the user's home agency.

The individual alias attached to the prefix should be meaningful to the originating agency and easily identifiable in case of emergencies or interference. The interaction between agencies should also be taken into account in selecting an alias for interoperability clarity.

There are two user names, the login name and the long name. Each will have the prefix to designate the agency.

Log in names are case-sensitive, so this should be considered when creating these names.

7.4 Talkgroup Renaming or Prefix Changes and Selections

Requests by agencies to change assigned prefixes or to request new or additional prefixes must be submitted in writing to the CFW Wireless Communications division for review.

- Requests must be in compliance with the existing policy. The justification for the prefix change request must be included if the prefix is being changed.
- The Wireless Communications division will validate the request and ensure that no duplications are encountered across the system.



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- Approval will be in writing to the requesting entity. Wireless Communications should complete the requested changes within 2 working days.

7.5 Interoperability

All users connected to WAVE will have access to the Interoperability Profile. This profile includes radio system-wide talkgroups to connect first responders. These talkgroups fall under the same usage rules as they do for radio-only communications.

8 Lost, Stolen or Upgraded Portable Devices

If a device with WAVE installed on it is lost or stolen, it must be reported to Wireless Communications. Wireless Communications will deactivate the account that was installed on the device and create a replacement account for the user's new device.

If a user upgrades their device, the WAVE application must be removed from the old device to preserve the security of the communication system.



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Version Control

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