



|           |                                     |                 |                |
|-----------|-------------------------------------|-----------------|----------------|
| Title:    | P25 Talkgroup & Alias Naming Policy | SOP No:         | ITS-RADIO-001  |
| Revision: | 1.3                                 | Effective Date: | March 28, 2022 |
| Owner:    | Manager - Wireless Communications   | Department:     | IT Solutions   |

## **P25 Talkgroup & Individual ID Naming Policy**

### **1 Purpose**

The objective of this policy is to establish a standardized Talkgroup and Individual ID allocation plan including alias naming convention for entities communicating on the public safety radio system that provides communications for first responders across much of North Central Texas. The goal of this policy is to ensure effective use of resources, eliminate the possibility of duplicate aliases, and facilitate communications across all users

### **2 Scope**

All entities and users on the Radio System including internal and external, console and radio only customers, as well as users on systems connected to the Master Switch only, must comply with this policy.

### **3 References**

None

### **4 Conditions for Exemption**

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

### **5 Justification**

#### ***5.1 Minimize risk of system level conflicts***

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

#### ***5.2 P25 Radio System requirement***

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



|           |                                     |                 |                |
|-----------|-------------------------------------|-----------------|----------------|
| Title:    | P25 Talkgroup & Alias Naming Policy | SOP No:         | ITS-RADIO-001  |
| Revision: | 1.3                                 | Effective Date: | March 28, 2022 |
| Owner:    | Manager - Wireless Communications   | Department:     | IT Solutions   |

### **5.3 Master Switch will not allow duplicate alias assignment**

The Master Switch of the Radio System will not allow a duplicate alias to be assigned.

## **6 Talkgroup and Alias Naming Rules**

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

### **6.1 System Prefix**

To alleviate the constraints of more than one agency naming their talk groups the same, each external agency will designate a prefix with a minimum of two characters for their radio Talk Groups. For example, all talk groups belonging to the City of Fort Worth are prefixed on the city's consoles by FW ("FW C-PTRL). P25 PP1 Appendix A - Assigned Talkgroup Prefix Table.pdf contains a list of currently assigned prefixes. This prefix must be on the connected consoles but is not necessary on the subscriber radio unit unless needed for clarity (FW C-PTRL / JC C-PTRL). Talkgroup name length will be dependent upon system limitations for display.

### **6.2 Radio Alias**

To avoid conflicts within the system resulting from duplicate alias being assigned, each agency will prefix their radio 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 radio 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.

### **6.3 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 department 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.



|           |                                     |                 |                |
|-----------|-------------------------------------|-----------------|----------------|
| Title:    | P25 Talkgroup & Alias Naming Policy | SOP No:         | ITS-RADIO-001  |
| Revision: | 1.3                                 | Effective Date: | March 28, 2022 |
| Owner:    | Manager - Wireless Communications   | Department:     | IT Solutions   |

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

#### **6.4 Trunking ID Assignments**

ID numbers will normally be assigned in blocks of trunking ID's to be managed by their agency administrators. The issued block will include no more that 50% additional IDs in the initial request for future growth. For example, agency B request 200 IDs. The assigned block may include up to a total of 300 IDs when filling the request. The Radio System will follow the state plan for Trunking ID numbers. Requests for Trunking ID numbers should be addressed to the Wireless Communications group using the CFW P25 ID Request form described in Section 7.

#### **6.5 Layer Assignment**

Each entity utilizing the City of Fort Worth radio sites will be assigned to one of the radio system layers for primary use. The other layer will be utilized as the backup layer. The primary talkgroup will be assigned and enabled on the primary layer. The corresponding backup talkgroup will be assigned to the other layer. Backup talkgroups will be designated with a B at the end of the talkgroup name (i.e. FW C-PTTL B).

Agencies that connect their own radio systems to the Radio System Master Switch may assign talkgroups to their system as their needs direct.

### **7 Forms**

The *CFW P25 ID Request Form* is posted at : <https://www.fortworthtexas.gov/departments/it-solutions/cfwradios-policy>.



|           |                                     |                 |                |
|-----------|-------------------------------------|-----------------|----------------|
| Title:    | P25 Talkgroup & Alias Naming Policy | SOP No:         | ITS-RADIO-001  |
| Revision: | 1.3                                 | Effective Date: | March 28, 2022 |
| Owner:    | Manager - Wireless Communications   | Department:     | IT Solutions   |

### ***Version Control***

| <b>Version</b> | <b>Date</b> | <b>Description</b>  | <b>Author</b>  |
|----------------|-------------|---|----------------|
| 1.0            | 8/1/2014    | Original version  | Abinta Khan    |
| 1.1            | 12/5/2016   | Update prefixes, rename Radio Services  | Douglas O'Neal |
| 1.2            | 9/6/2019    | Remove FWRRS system identifier; update radio ID block assignment; minor edits | Larry Crockett |
| 1.3            | 3/28/2022   | Revised Section 7 – Forms.  | A. Girton      |