

Title: **Managing Talkgroups – Naming Procedure**

Index: 204-G

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Owner: Operations Working Group (OWG)

1. Purpose

- a. The purpose of this procedure is to set forth the principle by which all radio users will establish or modify names for talkgroups/channels in order to ensure that there are no duplicate names.

2. Background

- a. The Pima County Wireless Integrated Network (PCWIN) radio system incorporates users from numerous agencies and disciplines. Each agency has its own terminology and naming convention.
- b. A common naming convention supports accurate fleetmap creation and programming as well as common terminology among users
- c. A baseline set of talkgroup and channel names has been created for system implementation with input from a variety of member agency representatives

3. Procedure Statement

- a. All talkgroup/channel names for system, consoles and subscriber devices must be approved by the OWG.
- b. System talkgroup/channel naming must be unique. Talkgroup/channel owners are free to propose names that do not conflict with any other agency.
 - i. Users are technically free to choose any unique name for member specific subscriber talkgroup/channel. It is recommended that since this is a shared system, talkgroups and channels that are programmed into radios should have naming conventions that will not conflict with other agencies. The naming standard is important because some talkgroups/channels could be shared by multiple agencies.
- c. The current naming standard uses the following formats:
 - i. 8-digit capable displays - Alphanumeric with no spaces ending with a number where appropriate. Examples: "OV1", "EMERGENC", or "SPCL3"
 - ii. 14-digit capable displays - Alphanumeric including spaces preferably ending with the unique 3 character agency name. Examples: "NCF EMS1 dhf", or "Attorney 1 pca"
- d. The PCWIN Executive Director will maintain the Master Talkgroup list which Member agencies may review in efforts to create or modify their talkgroup/channel names

- e. Member Agencies shall submit proposals to add, delete, or change a talkgroup or channel name to the PCWIN Executive Director providing the following information:
 - i. Proposed Name
 - ii. Purpose of and/or reason for the talkgroup/channel
 - iii. Intended users of the talkgroup including sharing by other member agencies.
This will not prohibit additional sharing in the future
 - iv. Emergency button status for the talkgroup
 - v. Encryption status (clear only or encrypted and if encrypted, for all transmissions or mixed mode)
 - vi. Additional information as requested by the Executive Director
- f. The OWG will evaluate the request and forward a recommendation to the Executive Director

4. Applies to

- a. All agencies that have subscribers using the operational capabilities of PCWIN

5. Supporting Rules

- a. Managing Talkgroups – Naming Procedure
- b. Managing Talkgroups – Ownership and Assignment
- c. Managing Talkgroups – Plan Approval

6. Conditions for Exemption or Waiver

- a. None