

Title: **Managing Talkgroups – Plan Approval Procedure**

Index: 204-I

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Author: Mike Sacco, PCSD

Owner: Operations Working Group (OWG)

1. Purpose

- a. The purpose of this procedure is to establish a process for talkgroup plan approval on the Pima County Wireless Integrated Network (PCWIN)

2. Background

- a. A talkgroup serves a defined organizational grouping of radio users that need to communicate together. A talkgroup plan is the summary of all defined radio talkgroups. This plan is then used to develop the radio template which is the programming data for the individual radios.
- b. The initial talkgroup plan used for radio system implementation was developed and approved through an ad hoc Fleetmap Committee with the assistance of Motorola Solutions and serves as the base plan.

3. Procedure Statement

- a. As talkgroup plans are designed to support public safety and public service operations, and have a direct impact to PCWIN system performance, the OWG will review and approve all talkgroup plans and proposed changes.
- b. The PCWIN Executive Director's office will maintain both the current/active fleetmaps and master talkgroup/channel plan. Any and all changes to the fleetmaps must be routed through the PCWIN Executive Director
- c. Each PCWIN member agency is responsible for developing and updating their talkgroup plans
- d. As the number of talkgroups has a direct impact to system performance, all proposed talkgroup plans should consider possible impacts to system loading and performance. Generally fewer talkgroups are preferred from both a loading and user complexity perspective
- e. The PCWIN Executive Director will maintain the official talkgroup plan from which Member agencies may review in efforts to create or modify
- f. Member agencies will submit proposed talkgroup plan modification to the OWG via the PCWIN Executive Director
- g. The OWG will evaluate the request and forward a recommendation to the PCWIN Executive Committee through 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
- d. Configuration Management of Radio Programming Files Policy

6. Conditions for Exemption or Waiver

- a. None