Effective Date:	9/16/2026	**Chairperson:**	AC Ryan Androne
Updated Version:		**East:**	DC Thiele, AC Young
Revised Date:		**Central:**	Chief Wehmeyer, AC Williams
		Midwest:	AC Packer, AC Black
		West:	Chief Schumann, AC Helmes

Fire Department Radio Alias Identification

Purpose

To set a standard policy for assigning radio aliases to all Fire Department radios. This will establish a consistent naming policy in Hamilton County across all departments. This includes station radios, mobile in-vehicle radios, and portable radios.

Objectives

To determine a process to assign aliases to all fire agency radios in Hamilton County. An alias is what is displayed on radios and dispatching consols, that shows what radio is transmitting, attempting to transmit, or has an emergency button activation.

Current radio aliases are department determined, with no set standard. Departments that have radios without a designated alias will display the stock MARCS assigned 7-digit department radio identifier. This 7-digit identifier does not easily allow for rapid identification of the person transmitting. The 7-digit identifier only shows: the county number (31), agency number, and an assigned 3-digit inventory number. Having a standard alias identification system will show the county, agency, resource type, station or car number, and seating position.

Having a standard alias identification system will allow quick identification of the transmitter during standard and emergency communication. If an emergency button is activated a dispatcher or an incident commander will know what unit and what riding position needs help. This will reduce the time it takes to get help and resources to the person.

Scope

This policy applies to all Fire Radios and allied fire-based services within Hamilton County, Ohio.

POLICY

All radios have a 7-digit MARCS identifier, that allows it to transmit and receive voice and data on the MARCS radio system. An alias is a department generated name that will display when transmitted. Most radios will allow up to 14 characters for a name. For Example: when the officer on Engine 36 transmits on their portable radio the following identifier should be displayed: (**31 E36 OFC)**. 31 is for Hamilton County, E is for engine, and OFC is for the seating/riding position, Officer.

Using the radio alias templet worksheet (Appendix A), each department should fill in the radio number and then choose the appropriate response.

- Radio Aliases should be kept up to date. New or radios being used in a permanent position should accurately reflect the resource it represents.
- There could be unique situations where the naming convention does not fit the worksheet instructions. These questions should be referred back to the communication committee for assistance.

Appendices

Appendix A – HAMILTON COUNTY RADIO ALIAS TEMPLATE WORKSHEET

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	Enter Name Fire Department				Fire Radio Alias List							
C- Count	2	1	≤3	≤4	1	≤3			MAX 14		Radio	Entered into
Radio #	County # (31)	Space (*)	Resource	Station/Car#	Space (*)	Position/Type	DISPLAY	Notes	C-Count	C-Count √	Program Date	MARCS Date
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		
	31	*			*				4	OK		

INSTRUCTIONS

Use the guide below to fill in your departments work sheet. Fill in the columns for each radio your department has using all caps. There will be situations where the labeling may not work with your situation. Consult your communications committee representative for advice.

Radio Number:	This is the current assigned MARCS radio ID. Not the serial or inventory number.
County #:	This will be 31 for all radios for Hamilton County. ***Mandatory Field***
Space:	Spaces can be placed anywhere in the sequence, or used for other characters but this position is recommended.
Resource:	Pick the appropriate resource type from the list.
Station/Car# :	Station #, car/person #, or specialty team #. ***Mandatory Field***
Space:	Spaces can be placed anywhere in the sequence, or used for other characters but this position is recommended.
Position/Type:	Pick the appropriate Position/Type from the list.
Display:	Take all of the characters you put in the row in this block to see what the display will look like on the radio. Use a space in place of the * symbol.
Notes:	Department use only: it is recommended that you add where or who this radio is assigned or located. Vehicle maintenance number, if it is IDLH, or any other administrative info. This is for your records, and will not be displayed or stored on the radio

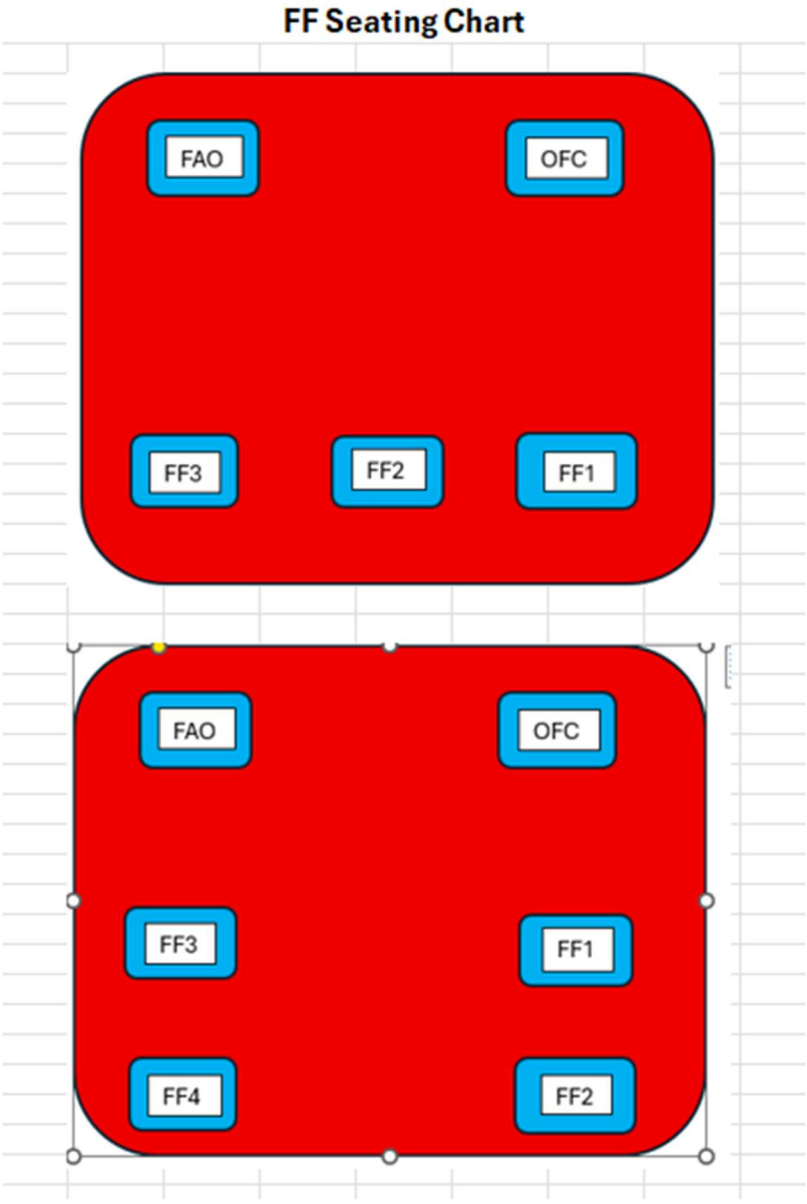
C-Count:	Motorola radios have a 14 count maximum character count, including spaces. You will get a Green "OK" for 14 and under character, and a red "Too Long" for 15 and over.
Rotating and Spare Truck Mobile radios:	
	Rotating and Spare Truck Mobile radios: Departments may have non dedicated units that they rotate into to service as front line trucks, or a truck goes out of service for maintenance. The best practice for this case is to use the following: County, Resource, Station, MOB followed by the departments internal naming convention. The department can determine how they want to use these characters. It could be by a maintenance number, vehicle ID number, or inventory number. Each Unit needs its own unique identifier. Spaces may need to be omitted. Example: **31 M71 MOB 5, 31M59 MOB 2018, 31E33 MOB F303**. When switching into rotating or spare equipment, it is important that the portable radios match what unit it is going in service as.
Individual Firefighter Radios:	
	Departments that issue a radio to every fire firefighter and not to specific riding positions should use the following: **31 40 SMITH**, if there are multiple people with the same last name the first Initial should be listed **31 40 SMITH J** . This labeling convention should be matched to the accountability tags. It also allows for the person to be assigned to any apparatus without having to change a radio. When naming the radio, long last names will have to be abbreviated, the county and station number are required.
Cross Staffing:	
	Departments that Cross Staff vehicle can use the following alias format for the positions that switch between trucks: **31 E59M59 FF4**, **31E105M105 FF3**. The fire unit should come first, followed by the EMS unit. Spaces may need to be omitted.

Resource Type

AIR	Mobile Air	INV	Investigation
ALS	Advance Life Support Non Transport	L	Ladder
AMB	Ambulance	MAR	Marshall
ATV	All Terrain Vehicle	M	Medic
BAT	Battalion	MCI	Mass Casualty
BK	Bike	MD	Medical Doctor
BLS	Basic Life Support, Non Transport	Q	Quint
BO	Boat	RDC	Rapid Deployment Craft
BR	Brush	R	Rescue
BU	Bomb Unit	S	Squad/BLS Transport
C	Car/Individual	SAR	Search and Rescue
CH	Chief Officer	SO	SAFETY OFFICER
CMD	Command	STA	Station
CR	Crash Rescue	SU	Support
D	District	TRK	Truck
DEC	Decon	TWR	Tower
E	Engine	UAS	Unmanned Aircraft Systems
F	Foam	VNT	Vent
HR	Heavy Rescue	WT	Water Tanker
HZ	Haz Mat	ZDB	Zodiac Boat
INS	Inspector		

Position/Type

OFC	Officer in Charge	Officer in Charge is the firefighter sitting in the right front seat. Example: Engine 42, **31 E42 OFC**
FAO	Fire Apparatus Operator	Fire Apparatus Operator is the firefighter sitting in the left front seat. Example: Engine 64, **31 E64 FAO**
FF#: FF1, FF2...	Firefighter	Firefighter numbering starts in the seat directly behind the officer with FF1 and then increases numerically right to left. If the truck has 3 rear jump seats, FF1 would be sitting directly behind the officer on the right-hand side of the truck. The middle jump seat would be FF2 and the FF3 position would be sitting behind the driver on the left-hand side. If the FAO has a SCBA stored in the cab that they use, it should not be counted as a FF seat. Example: Engine 92, **31 E92 FF1, 31 E92 FF2, 31 E92 FF3**
MOB (A)	Mobile	Mobile is a radio that is fixed within a vehicle. Example: Medic 79, **31 M79 MOB**
HS	Headset	Headset is a dedicated portable radio with a portable radio. Example: Tower 90, **31 TWR90 HS**
BASE	Fixed Base Station	Base is a fixed radio station at a structure/fire station. Example: Station 83, **31 STA 83 BASE**
PORT	Portable Radio	Portable radio is a walkie/talkie. PORT should be used for station and admin radios. They should generally be used for non-IDLH situations. Example: Station 25's portable: **31 STA 25 PORT**
SPARE (#)	Spare Radio and #	Spare radios that are not assigned to a person or vehicle should be labeled as such. These radios are meant to fill in for damaged radios and used for disaster/special operations when additional radios are needed. If the portable radio is to be used as a station radio and used daily, it should be labeled as PORT not SPARE. It is highly encouraged that spare radios have their aliases match the assigned trucks and positions if the original radio will be out of service for an extended period of time. Spare radios should be given a numerical value for multiple radios. Example: Station 53: **31 53 SPARE 1, 31 53 SPARE 2, 31 53 SPARE 3**
A, B, C.....		Add A, B, C to multiple radios assigned to a resource: person or vehicle. Whenever there are multiple radios assigned to a reasourse, the IDLH radio should start with "**A**". Example: District 6 could have an IDLH radio that is paired with their SCBA and a non-IDLH portable radio they carry in the station. The portables would be: **31 D06 A** (IDLH), **31 D06 B** (Non-IDLH). This car could also have multiple mobile radios to run command, if they had 2 mobile radios they would be: **31 D06 MOB A, 31 D06 MOB B.**


FF Seating Chart
FAO
OFC
FF3
FF2
FF1
FAO
OFC
FF3
FF1
FF4
FF2