



Northamptonshire Police - Appendix A

Northamptonshire Police has adopted the NPCC Security Systems Policy. The following variations permitted under the terms of the policy apply in this police area.

1. Automatic 999 dialling alarm equipment is not permitted and should not be programmed to dial any other Northamptonshire Police telephone numbers, or transmit taped messages.
2. All central monitoring station alarm messages must be transmitted to our Force Control Room Police Headquarters on dedicated ex-directory telephone lines provided to the central monitoring station.
3. Northamptonshire Police policy on incident grading differs from that described in the NPCC Policy on Response to Security Systems. For security systems there are two levels of police intervention:

LEVEL 1 – **Emergency/Priority**

LEVEL 3 - **No** police attendance, keyholder response only.

Police response is ultimately determined by the nature of demand, priorities and resources, which exist at the time a request for police response is received. Northamptonshire Police aim to attend all priority calls as soon as possible, subject to commitment with other emergency and urgent calls.

4. An administration charge of £52.18 (inclusive of 20% VAT) will be applied to each individual element (Intruder, Personal Attack or CCTV) of the URN application, effective 1.04.2012. A cheque made payable to '**The PCC for Northants**' must accompany the Appendix F and G. Alternatively Installers can be sent a monthly breakdown of processed URN's which require an administration fee payment. The monthly total can then be paid via cheque or via BACS (with a specified reference number which will be provided on the monthly breakdown).

From 01.01.2013 where a new occupier/owner of premises takes over an existing security system with both intruder and personal attack elements a **reduced fee of £78.27 (including VAT) will be payable**. The same fee (£78.27) will be payable where an existing user with both Intruder and Personal Attack elements decides to change their security company.

If only one element is required then the standard £52.18 (including VAT) will apply.

Northamptonshire Police issue one URN for a combined system (Intruder and Personal Attack), not per element. The administration fee is chargeable per element.

5. All commercial and domestic subscribers are permitted to have instant bells subject to customer or system requirements.
6. Security System Installers and Alarm Receiving Centres requiring to be recognised by Northamptonshire Police must be recognised by their home force, supply a completed Appendix B (Policy Agreement Notice) and attach a copy a photocopy of their membership certificate issued by the appropriate independent inspectorate body. If no applications for Unique Reference Numbers have been applied for and processed within 12 months of being recognised, all details of the compliant security system installer will be removed from our database.
7. Northamptonshire Police has adopted the Disclosure of Convictions, as outlined in Appendix C. To carry out a Police check, all applications must include a copy of one form of photo ID (e.g. passport or photo card driving licence) and a copy of one form of I.D. which must show the applicant's current address (e.g utility bill). If the application does not possess a passport or photocard D/L then a copy of a birth certificate must be produced.
8. Security companies must enclose a stamped address envelope with all correspondence requiring a reply. All correspondence should be addressed to: Alarms Administration, Operational Support Services, Northamptonshire Police Headquarters, Wootton Hall, Northampton, NN4 0JQ.
9. The Unique Reference Number (URN) remains property of Northamptonshire Police and must be quoted in all correspondence. In the interests of maintaining security of records all enquiries concerning individual security systems must be made in writing. Telephone enquiries regarding systems or particular alarm activations will not be accepted.
10. Grid or map references are essential to enable police officers to accurately pin point the location of the protected premises, especially during periods of darkness. Grid/Map references should be completed on the Appendix F if possible, in respect of newly built properties, including existing buildings that have been subject to major conversion. If not available, enclosing a small map or sketch plan drawing of the access routes to location would be helpful.
11. The NPCC Policy is a 'living' document within the public domain and has been published in electronic format. If future amendments are made, the relevant information will be relayed to installers or Arc's via their inspectorate bodies in the first instance, or by accessing NPCC's security system policy via:

www.northants.police.uk/alarmsadministration