

OREGON STATE HOSPITAL

POLICY

SECTION 1: Administration **POLICY: 1.015**

SUBJECT: Notarial Services

POINT PERSON: Benefit Coordinators Unit
Manager

APPROVED: Sara Walker, MD 
Interim Superintendent **DATE: JULY 25, 2024**

SELECT ONE: New policy Minor/technical revision of existing policy
 Reaffirmation of existing policy Major revision of existing policy

I. PURPOSE AND APPLICABILITY

- A. Oregon State Hospital (OSH) will support notary services when provided in accordance with applicable Oregon Revised Statute (ORS), Oregon Administrative Rules (OAR), and this policy.
- B. This policy applies to all staff and notary services provided to patients or at OSH.

II. POLICY

- A. Whenever possible, a notary should notarize within their scope of work and as authorized in their position description.
 1. In accordance with ORS 194.350, a notary may not give advice regarding the subject to be notarized.
 2. A notary is responsible to maintain their journals and stamp in accordance with this policy and applicable regulations, including ORS 194.290, ORS 194.295, and ORS 194.300.
- B. A notary must follow standard notarial rules and regulations when performing notarial services for persons other than patients.
- C. Staff, including notaries, must follow Attachment A when requesting and providing notary services at OSH, for OSH business-related purposes, or during a notary's work hours.
- D. When requesting notary services for a patient, staff must obtain all necessary approvals before making the request in accordance with Attachment A.
- E. A notary's manager must follow the process in Attachment B.

1. The manager must notify Legal Services and Human Resources of a new notary.
2. The notary's manager must notify Legal Services at the end of a notary's employment with OSH.

F. Legal Services will maintain a list of notaries at OSH.

G. Legal Services will maintain journals after the end of the notary's employment in accordance with applicable ORS.

H. Oregon State Hospital (OSH) follows all applicable regulations, including federal and state statutes and rules; Oregon Department of Administrative Services (DAS), Shared Services, and Oregon Health Authority (OHA) policies; and relevant accreditation standards. Such regulations supersede the provisions of this policy unless this policy is more restrictive.

I. Staff who fail to comply with this policy or related policy attachments or protocols may be subject to disciplinary action, up to and including dismissal.

III. DEFINITIONS

- A. "Notary" in this policy means an OSH employee who is commissioned to be a notary with the State of Oregon.
- B. "Staff" includes employees, volunteers, trainees, interns, contractors, vendors, and other state employees assigned to work at Oregon State Hospital (OSH).

IV. ATTACHMENTS

Attachment A OSH Notarial Services Process

Attachment B OSH Notary Public Manager Duties

V. RELATED OSH POLICIES AND PROTOCOLS

VI. REFERENCES

- Oregon Administrative Rules § 160-100-0360.
- Oregon Administrative Rules § 160-100-0310.
- Oregon Administrative Rules § 160-100-0340.
- Oregon Administrative Rules § 160-100-0110.
- Oregon Administrative Rules § 160-100-0200.
- Oregon Revised Statute § 194.