

OREGON STATE HOSPITAL

POLICY

SECTION 1: Administration **POLICY: 1.015**

SUBJECT: Notarial Services

POINT PERSON: Benefit Coordinators Unit
Manager

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

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.