

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 18.18	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> None	
	<b>ISSUED DATE:</b> July 16, 1991	
	<b>REVIEW DATE:</b> October 8, 2015	
	<b>REVISION DATE:</b> August 17, 2012	
<b>CHAPTER:</b> Inmate Services and Programs	<b>SUBJECT:</b> Notary Public Services	

- I. **PURPOSE:** To allow inmates access to Notary Public services in detention facilities.
- II. **POLICY:** It shall be the policy of the Detention and Corrections Division (D&C) to offer Notary Public services to all inmates. This will be achieved by identifying and using available resources within the community. All Notary Publics must be scheduled with Inmate Services prior to entering the facility.
- III. **DEFINITION:** NOTARY PUBLIC: A person legally empowered to witness and certify documents and to take affidavits and depositions.
- IV. **PROCEDURE:**
- A. Telephone calls/inquiries regarding Notary Public access will be referred to Inmate Services.
1. Appointments are to be scheduled 24 hours in advance, Monday through Friday, 0800 to 1600 hours. Sunday, 0800-1300 and 1800 to 2100 hours.
  2. Inmate Services will ensure the inmate will be at the facility on the day requested.
- B. GLENN E. DYER DETENTION FACILITY (GEDDF):
1. Inmates housed at the GEDDF will be brought to Intake, Transfer, and Release (ITR) to sign documents at the pass-through window booth (located next to room 134).
  2. Only the Notary Public is allowed into the housing floors' visiting areas.
- C. Santa Rita Jail:
1. Inmates in Housing Units 31, 32, 33, 34, and 35 will be scheduled for an appointment in ITR by Inmate Services in conjunction with ITR staff.
  2. Inmates housed in all other units will sign documents in the housing unit visiting areas.
  3. Only the Notary Public is allowed into ITR or the housing unit's visiting areas.

- D. Prior to confirming the appointment, Inmate Services will advise the Notary Public that the only identification available to identify any inmate signing a legal document, will be the armband worn by the inmate and bearing the inmate's name and PFN.
- E. If confirmation of a Notary Public's status is necessary, an individual Notary Public can be verified with the State of California through:

Secretary of State  
Notary Public Division  
1500 11th Street, Fifth Floor  
Sacramento, CA 95814

- F. Notary Public Division office hours are as follows:

Monday through Friday  
8:00 a.m. - 4:00 p.m.  
(916) 653-3595

- G. Each Notary Public will have background clearance completed before appointment.