

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 8 - GENERAL OPERATIONS
PART 8.6 - DOCUMENTS AND RECORDS
SECTION 8.62 - NOTARY SERVICES PROVIDED BY EMPLOYEES

PURPOSE: To govern the provision of notary services provided by employees of the San Diego County Regional Airport Authority (“**Authority**”).

POLICY STATEMENT:

(1) The Authority is committed to providing excellent service and support to the Authority’s Board of Directors, Authority departments, and the public. In providing the highest level of service and support, the Authority provides notary services to administer oaths and process documents that require a notary certificate. This policy describes the Authority’s provision of notary services.

(2) The Authority may designate employees to be commissioned by the Secretary of State to provide notary services for the Authority and the public. For those designated employees, the Authority shall pay: the premium for the required bond; the premium for errors and omissions insurance; the cost of relevant specialized training; membership in one notary association; and stamps, seals and other supplies required in connection with the appointment, commission or performance of the duties of a notary public.

(3) All notary services shall be provided pursuant to state laws regulating notaries public. No fee shall be charged for performing a notary service relating to Authority business. The full fees authorized under state statutes shall be charged for non-Authority notary services performed during Authority business hours.

(4) All fees collected or obtained from any notary services provided by employees commissioned as a notary public for the Authority shall be properly receipted and deposited to the Authority. All fees collected shall be reflected in the notary public sequential journal. Employees of the Authority may receive notary services at no cost, as a benefit of employment.

(5) All employees commissioned as a notary public for the Authority are required to attend the California Notary Seminar presented by the National Notary Association for both new and renewing commissions. The Authority will pay all reasonable fees in connection with attending the Seminar. It is the responsibility of the employee to follow all rules and regulations regarding notaries public, including maintaining exclusive, secured control over the notary journal and stamp.

- (6) All employees designated as a notary public for the Authority shall sign a copy of this policy acknowledging that they understand and agree to the terms of this policy. A copy will be placed in their personnel file.

[Amended by Resolution No. 2018-0106 dated October 4, 2018.]

[Adopted by Resolution No. 2002-02 dated September 20, 2002.]