

<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 2</p> <p>Procedure 2.02.03</p>	<p>Date Revised: Replaces 9.2.1.4, 1/16/01</p>
<p>Chapter Title ADMINISTRATIVE SERVICES</p>		<p>Date of Issue 3/23/12</p>
<p>Subject BUDGET DIVISION NOTARY PUBLIC SERVICES</p>		<p>Effective Date 4/6/12 PUBLIC</p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this section is to set forth procedures for the acceptance and processing of notary public applications from employees of the Pennsylvania Board of Probation and Parole when notary services will be used for furthering Commonwealth business.

III. APPLICABILITY

These procedures are applicable when notary services will be used for Commonwealth business.

IV. DEFINITIONS

Refer to resources as listed in section “Procedure.”

V. POLICY

None Applicable

VI. PROCEDURE

Please refer to the Agency Notary Public Instructions attached.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the Chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all Board staff.

X. CROSS REFERENCES

A. Statutes

- 1. Federal

None.

- 2. State

- a. **61 Pa.C.S. § 6112**

B. Board Policies

None.

C. American Correctional Association Standards

- 1. 4-APPFS-3D-23
- 2. 4-APPFS-3D-25

D. Management Directives

E. Other

- 1. PBPP Operations and Procedures Manual, 9/15/89, Chapter 12, Item R.

