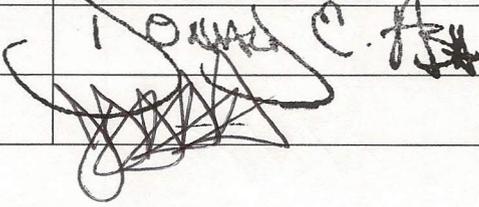


Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures			Number: F-178
Subject: Notary Services			
Section: Detainee Rights, Privileges, Services, and Programs			
Effective Date: 06-10-04 Revised: 12-02-10		Date of Last Review: 12-02-10	
Approved By:	Sheriff of Wyandotte County		
Approved By:	Jail Administrator		

I. POLICY

The Detention Center shall provide notary services to all detainees.

II. PROCEDURE

A. Inmate requesting notary services will be charged a \$3.00 fee per stamped document to their account. No inmate will be refused notary services because of account status.

1. Inmates requesting notary services must submit an Inmate Communication Form (ICF) to the Programs Department.
2. The Programs Department will then have the inmate complete the "Request for Copies, Envelopes, Notary Stamp and/or Case Citations" form.
3. In the event a person requests a notary on an inmate's behalf they will be required to pay a \$3.00 fee.
4. A copy of the "Request for Copies, Envelopes, Notary Stamp and/or Case Citations" form will be distributed to the Inmate, Commissary and Programs.