Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.2.01

2. SUBJECT: ***Signature Stamp***

3. POLICY: The District has determined that using stamps to affix commissioner signatures to documents will promote efficiency, conserve public resources, and provide reasonable assurance of the integrity, authenticity, of such stamped signatures are used by the District. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to the Board of Commissioners of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

6. PROCEDURE:

   A. The District authorizes the creation of signature stamps for each commissioner to be used in accordance with the terms of this policy and recognizes such stamped signatures as legally binding and equivalent in force and effect as a personally written signature.

   B. Stamped signatures can only be applied by the Commissioner, or the District Secretary when directed by a Commissioner to use the stamped signature. In addition, the District Secretary may use the stamped signature on any document approved by a Commissioner at an open public meeting when the Commissioner was in attendance and voted in favor of approving the document.

   C. If an individual authorized under this policy stamps a signature in error, the individual shall:

      1. Promptly notify any other parties of the error and that the individual did not intend to be bound by the erroneous stamped signature.
      2. Take reasonable steps to return or destroy the record and return or recover any consideration received as a result of the erroneous signature.

   D. The District shall retain all records that are signed in accordance with this policy and the Washington State record retention requirements.

   E. This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of personally written signatures.