

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: DESIGNATION OF AUTHORITY AND USE OF ELECTRONIC SIGNATURES

APPROVAL: 
SHARON HARRIGFELD, DIRECTOR

CATEGORY: ADMINISTRATION

Policy

The Idaho Department of Juvenile Corrections (IDJC) acknowledges that circumstances exist where authority must be delegated to ensure continuity of operations.

Division Administrators are responsible for determining who in their divisions require a designee. It is the responsibility of the employee (designator) to appoint a person to act on their behalf during their absence and notify the appropriate people.

IDJC also recognizes the use of electronic signatures as a tool to designate authority.

It is therefore the policy of IDJC that authority may be delegated and that the use of electronic signatures can be used for signing of certain forms to expedite IDJC business.

Operating Procedure

- I. The employee (designator) who will be unavailable during work time shall notify the following individuals of the details of the designation:
 - the immediate supervisor,
 - those who will be supervised by the person in charge,
 - switchboard/reception, and
 - others as necessary.
- II. Electronic signatures are used in order to expedite the signing of certain forms.
 - A. The E-Signatory Designee Form (DJC-247) must be completed. DJC-247 expires 12 months from the signed date and must be updated yearly.
 - B. Unauthorized use of electronic signatures is prohibited.

Reference: [Glossary of Terms and Acronyms](#)

Desk Manual(s): N/A

Related Policies: N/A

Related Forms: [E-Signatory Designee \(DJC-247\)](#)