

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

NUMBER  
114

REVISED  
10/17/2022  
EFFECTIVE  
09/17/18

REVIEWED  
10/17/2022  
PAGES  
1

**SUBJECT: USE OF ELECTRONIC SIGNATURES**

**CATEGORY: ADMINISTRATION**

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**Policy**

Electronic signatures are used in order to expedite the signing of certain documents. It is important for employees to understand that their signature on a document denotes that they have prepared, reviewed, and/or approved that document. Use of electronic signatures should always reflect this fact and be used accordingly.

It is therefore the policy of the Idaho Department of Juvenile Corrections (IDJC) that electronic signatures can be authorized for signing certain documents to expedite IDJC business.

**Operating Procedures**

- A. The IDJC authorizes employees to use their own personal electronic signatures to sign documents. Actual scanned signatures or software-generated printed name with date and time stamp are acceptable signatures.
- B. If an individual is required to sign a document and is unavailable to do so, they may authorize another employee to use the unavailable individual's electronic signature.
  - 1. This use must be granted by e-mail, must include the details of what document is being signed, and express authorization for their electronic signature to be used. Letters where the content in the body doesn't change (not an inside address), require one e-mail for a batch of letters. If the content in the body changes, then an e-mail for each letter is required.
  - 2. This documentation must occur for every use of an electronic signature by an employee other than the employee whose signature is being used.
- C. Unauthorized use of electronic signatures is prohibited and can result in corrective or disciplinary action up to and including dismissal.

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

*Desk Manual(s):* None

*Related Policies:* None

*Related Forms:* None