



# TOWN OF GREENWICH

Office of the First Selectman Town Hall  
101 Field Point Road Greenwich, CT 06830

## **ELECTRONIC SIGNATURE POLICY**

### **PURPOSE**

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The purpose of this policy is to establish guidelines for the use of electronic signature.

### **SCOPE**

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This policy applies to all Town departments, effective 2/4/2019.

### **POLICY**

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This Policy establishes the requirements for the use of electronic signature for Greenwich Town departments in lieu of hand written signatures in connection with official Town activities to ensure that electronic signatures are used consistently.

All Department Heads must obtain approval on how they will use the electronic signature process prior to execution from the Director of Purchasing and Administrative Services.

This Policy does not mandate the use of electronic signatures or otherwise limit the rights of parties to conduct transactions on paper, nor does this Policy apply when a handwritten signature on a paper record is required by applicable law. This Policy does not apply to facsimile signatures used on checks issued by the Town.

### **Guidelines for Use of Electronic Signature**

An electronic signature software solution has been approved in compliance with all applicable laws and regulations and appropriate for the circumstances in which the electronic signature is obtained.

Subject to the limitation and supplemental approvals required by this Policy, when a Town policy, law or regulation requires that a record be executed by a responsible person, the execution of such record may be evidenced by an electronic signature obtained using the approved electronic signature software solution.

All electronic signature uses must be approved by the Department Head prior to use. When reviewing requests for approval, the Department Head will consider the sensitivity, value and operational importance of the circumstances in which the electronic signature will be used.

If an individual acting on behalf of the Town has questions about whether the use of an electronic signature in a particular situation is approved, the individual should consult with the Director of Purchasing and Administrative Services.

### **Approval of Electronic Signature Uses**

The Department Head is responsible for overseeing all electronic signature uses for their department.

Subject to appropriate Departmental review and approval and all applicable laws and regulations, the following classes of transactions are standard electronic signature uses and are deemed to be pre-approved.

- Procurement related transactions

The Department Head will maintain a list of all other approved electronic signature uses, including the specific documents that may be signed using electronic signatures.

The Department Head has the authority to revoke approval for any electronic signature if they deem that such is no longer appropriate.

### **Electronic Signature and How It Relates to Purchasing**

The Purchasing Department will use the electronic signature for contract development. Electronic signature acceptance would enable a contractor to sign a contract remotely and expedite the process for a contractor who cannot come to Town Hall in person.

Electronic signatures will also be accepted on certificates of insurance and agent/broker endorsement letters.

### **Violations and Sanctions**

It is a violation of this Policy for an individual to sign a record using an electronic signature in connection with any Town activity on behalf of another individual unless the latter individual has granted the signing individual specific authority to do so.

Individuals shall report any actual or suspected fraudulent activities relating to electronic signatures immediately to their Department Head.

Town Employees who falsify electronic signatures or otherwise violate this Policy are subject to disciplinary action, up to and including termination of employment and criminal prosecution under applicable federal and state laws.