



Policy Number: 42 Effective Date: November 21, 2016 Revised: September 12, 2023
<hr/> Subject: Electronic Signatures

PURPOSE:

Federal and state laws authorize the acceptance of electronic signatures as legal and enforceable for most purposes. Camden County Developmental Disability Resources (CCDDR) recognizes this general standard as well as the increased operational efficiency gained from conducting transactions electronically. This policy authorizes the use of electronic signatures to the fullest extent permitted by law, using methods that are secure and practical.

This policy applies to all CCDDR Board members and employees as well as in the execution or performance of all applicable CCDDR services and business operations. This policy does not mandate the use of an electronic signature or otherwise limit the right of a party to conduct a transaction on paper, nor does it apply to any situation where a written signature is required by law. This policy does not require a specific method for acceptance of an electronic signature but authorizes implementation of any method that provides an appropriate level of authentication assurance.

POLICY:

When electronic records are utilized, electronic signatures will be accepted where a signature is required and will be accepted as legally binding and equivalent to a handwritten signature. Employees who falsify an electronic signature are subject to disciplinary action, up to and including termination of employment and criminal prosecution under applicable federal and state laws. Employees are required to report any suspect or fraudulent activities related to electronic signatures immediately.

This policy complements – but does not replace – the Board’s current policies, manuals, and Bylaws.

REFERENCES:

- Section 432.230 RSMo
- DMH/Division of DD Directive 1.060