



TOWN OF LOXAHATCHEE GROVES

Standard Operating Procedures and Policies Electronic Signature Policy

Authority

The Electronic Signature Policy is in keeping with Chapter 668, Florida Statutes, Florida General Records Schedule GS1-SL, and Resolution No. 2024-52.

Purpose

The purpose of this Electronic Signature Policy is to provide guidelines for the use of electronic signatures in official documents and transactions of the Town of Loxahatchee Groves (Town). The goals of the Town, to the extent possible, are to develop an effective and collaborative document execution process, increase workflow productivity by minimizing the processing time, minimize the risk of inaccurate record keeping, and reduce the use of paper documents. This policy ensures that electronic signatures are used appropriately, securely, and in compliance with relevant legal standards, in accordance with procedures established by the Town Clerk.

Scope

The policy applies to all elected and appointed officials, employees, contractors, vendors and agents of the Town who are authorized to use electronic signatures in the course of their duties ("Authorized Signatories").

Policy

1. Legal Validity

Electronic signatures used in accordance with this policy shall have the same legal effect as traditional handwritten signatures, provided they meet the following criteria:

- Intent to sign the document.
- Association of the signature with the document.
- Identification and authentication of the signatory.

2. Acceptable Uses

Electronic signatures may be used for the following types of documents and transactions:

- Minutes, Resolutions and Ordinances.
- Contracts and agreements.
- Internal approvals and memos.
- Employee records and Human Resource documents.
- Any other documents as approved by the Town Manager in consultation with the Town Attorney and in alignment with Town standards.

3. Unauthorized Uses

Electronic signatures shall not be used for:

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- Documents requiring notarization or witnessing (unless legally permitted).
- Documents that specifically require a handwritten signature by law.
- Any other documents as designated by the Town Manager, Town Attorney, or the Town Clerk.

4. Technology and Security

- The Town shall use reputable and secure e-signature platforms that comply with industry standards, legal requirements, and the procedures established by the Town Clerk.
- Digital signatures should be used for high-risk or sensitive transactions to ensure additional security.
- All electronic signatures must include a timestamp to verify the date and time of the signature.

5. Responsibilities

Authorized Signatories: Ensure that their electronic signature is used appropriately and only for authorized transactions.

IT Department/Consultant: Provide and maintain secure e-signature technology, ensure the integrity and security of e-signature records, and ensure compliance with the Town's technology standards.

Town Attorney: Ensure that the policies, procedures, and training regarding the use of electronic signatures complies with applicable laws and regulations.

6. Record Retention

All electronically signed documents must be retained in accordance with the Town's record retention policy and schedules and other applicable legal requirements.

7. Training

All Authorized Signatories must complete training on the use of electronic signatures and this policy, including specific standards and procedures established by the Town Clerk, before being granted access to e-signature technology.

8. Compliance and Audit

Compliance with this policy shall be monitored through regular audits. Any misuse or non-compliance should be reported to the Town Attorney and the Town Clerk' immediately.

9. Amendments

The Town may amend this policy as necessary to comply with changes in laws, regulations, or organizational requirements.

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Approval

Approved by Resolution No. _____

Date: _____