



Fresno County Board of Supervisors

ADMINISTRATIVE POLICY

NUMBER 55

Electronic Forms, Electronic and Digital Signatures

Effective Date: September 20, 2005

Revised Date: October 23, 2018

POLICY STATEMENT

Consistent with Administrative Policy No. 1 which states that all County employees are required to find and employ more efficient and economical ways of getting tasks accomplished and Administrative Policy No. 52 which expresses support for providing services more effectively and cost efficiently, the Board of Supervisors acknowledges and authorizes changes to business practices which leverage advancing technology to streamline or enhance services to internal and external customers.

The purpose of this policy is to provide the environment and structure necessary to move from paper to electronic means for processing County business. The Board of Supervisors encourages the use of technology including the development and mandated use of electronic documents and forms in conducting County business. Further, the Board of Supervisors approves the use of electronic and digital signatures to support this initiative.

MANAGEMENT RESPONSIBILITY

The Director of Internal Services-Chief Information Officer (CIO), in consultation with the County Administrative Officer (CAO), is responsible for the development and coordination of a countywide process consistent with policy direction. The CIO shall also be responsible for developing the necessary protocol and procedures to encourage the broadest involvement of County departments.

Department heads are responsible for promoting the conversion of paper based internal forms into electronic format consistent with adopted protocol and procedures as established above.

Department heads are responsible for fostering an environment conducive to employee participation in the Electronic Forms, Electronic and Digital Signature processes.

Department heads are responsible for ensuring conformance by the employees of their department with the policies of the Board of Supervisors and compliance with Management Directives issued by the CAO pursuant to these policies.