



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 01.108-A-DIR
Date: October 17, 2016
Page: 1 of 2**

BOARD DIRECTIVE

SUBJECT:
ELECTRONIC SIGNATURE AUTHORITY

PURPOSE:
To establish a policy of the Louisiana Board of Pardons & Parole regarding use of electronic signatures by Board and Committee members.

AUTHORITY:
LAC Title 22, Part V and Part XI, and La. R.S. 9:2618

REFERENCE:
Board Policy 05-513, "Single Member Action"

DEFINITIONS:

Electronic signature - An electronic process, attached or logically associated with an electronic record and executed or adopted by a person with the intent to sign a record. An electronic signature must be attributable (or traceable) to a person who has the intent and authority to sign the record with the use of adequate security and authentication measures that are contained in the method of capturing the electronic transaction (e.g., use of PIN or unique log-in username and password), and the recipient of the transaction must be able to retain an electronic record of the transaction at the time of receipt. Such retention shall be for the time period specified in the Board's records retention policy.

Level of Assurance - the degree of confidence in the identity of the individual providing an electronic signature

DIRECTIVE:
This directive is intended to promote efficiency and save resources by providing general guidelines on the use of electronic signatures. The Board may utilize electronic signatures and signature stamps in order to promote public safety by administering and processing documentation in an efficient manner.

01-108-A-DIR

PROCEDURES:

A. The Board may determine the extent to which it shall send and utilize electronic signatures and rely upon electronic records and electronic signatures.

1. Specific actions that may be executed with a Board/Committee member's electronic signature:

Warrants

Single member actions:

- authorization to hold an offender when the offender has deferred the preliminary hearing deferred
- revocation of parole when the offender has waived the final hearing; or when the offender has a new felony conviction
- rescind parole
- add, modify, or remove special conditions
- order that an offender be returned for a hearing
- recall a warrant
- terminate parole unsatisfactory
- terminate parole when it has been verified that the parolee is deceased
- take any action in lieu of revocation
- Sign the Parole Certificate

2. Specific actions that may **NOT** be executed with an electronic signature or signature stamp:

Recommendations to the Governor regarding clemency

Correspondence to Elected officials

3. When a record or document requires the signature of a Board or Committee member, that requirement is met when the electronic record has associated with it an electronic signature using an approved electronic signature method.
4. When a signature approval is required, an electronic signature will meet the requirement, and shall be accepted as legally binding and equivalent to a handwritten signature when the Board has authorized the use of electronic signature for that transaction and the Board has implemented an approved electronic signature method and user authentication protocol to establish the level of assurance needed.

B. Security Procedure: A document utilizing an electronic signature shall first be reviewed and approved by the Board Chairperson (or his or her designee), prior to use.

1. Individuals who falsify electronic records or electronic signatures may be subject to disciplinary action, up to and including separation from employment in accordance with Civil Service Rules and the Corrections Services Employee Manual. Individuals are required to report any suspect or fraudulent activities related to electronic records and/or electronic signatures immediately to the Board Chair and to the Board's Executive Director as well as the individual's immediate supervisor.
- C. A member's specific approval of a warrant of arrest, revocation of parole, or any other document of a decisive nature shall be kept as part of the record.
- D. A member's electronic signature on the document shall indicate that the member has approved and authorized the corresponding action(s).
- E. The only stamped version of a signature that may be used is that of the Board Chair, and only with documentation that the Chair's general approval to use the stamped version was obtained prior to use and such approval is kept on record.
1. Staff utilizing an approved signature stamp on authorized correspondence shall sign his or her name directly below the stamped signature. The staff member's signature shall indicate that the Board Chair's signature was stamped at the direction of and authorized by the Board Chair.
- F. A staff member who fails to comply with each step of the procedure set forth herein may be subject to corrective action.
- G. An inventory of all approved electronic signature methods shall be maintained by the Board's Executive Director.
- H. The Board's Executive Director shall insure that control processes and procedures are developed to ensure adequate preservation, disposition, integrity, security, confidentiality, and audit-ability of electronic records. The internal processes shall include, at a minimum:
1. the manner in which the electronic records must be created, generated, sent, communicated, received, and stored;
 2. procedures for the board staff to verify document authenticity, confirming the identity of the person who signed the document; and
 3. procedures for the board staff to verify document integrity, confirming that the document has not been altered in transit.

SHERYL M. RANATZA, BOARD CHAIR

**Signature on file*