

**Law Enforcement Electronic Signature Procedures and Technical Standards
(Revised October 1, 2017)**

- A. A law enforcement officer who wants to file a document in paper or electronic format that has been prepared and signed electronically may do so if his or her law enforcement agency or the agency that supervises the law enforcement officer has entered into a memorandum of agreement with the State of Connecticut Judicial Branch permitting such filings.
- B. A document that is prepared and signed electronically by a law enforcement officer and that is to be filed with the Superior Court in paper or electronic format must be prepared and signed electronically using a system under the control of the officer's agency or the agency that supervises the law enforcement officer that uses the following safeguards and procedures:
 - 1. Each officer must be assigned a unique, unshared set of credentials consisting of a username/ID and password;
 - 2. The officer must log in to the system using an authentication/directory solution that ensures the following:
 - a. Each user must be assigned their own unique account to be used only by that user. There shall be no shared use of ANY user account or password
 - b. All accounts must require a "strong" password – minimum 8 characters complex password using at least one capital letter and one number
 - c. Passwords must be changed on an annual basis at a minimum and must not be known or viewable by the directory services administrator
 - 3. Network traffic must be encrypted using a minimum of Advanced Encryption Standard (AES) 128 bit encryption;
 - 4. All signature information must be stored on the server, not on the laptop or desktop used by the officer;
 - 5. A PDF copy of the document must be stored in the agency's database once the document is signed;
 - 6. When signing a document, the officer must:
 - a. Log in using an approved directory/authentication system (see section B.2.)
 - b. Authenticate each time the officer applies a signature to a document; and
 - 7. The signature must be placed on the signature line of any document and must contain the signing officer's name surrounded by forward slashes, e.g., "/Trooper Jones/."
- C. A document that is prepared electronically by a law enforcement officer and that is signed electronically by a person other than a law enforcement officer and that is to be filed with the Superior Court in paper or electronic format must be prepared and signed electronically using a system under the control of the officer's agency or the agency that supervises the officer that uses the following safeguards and procedures:
 - 1. The system must comply with the requirements of paragraphs 1-5 of Section B above;
 - 2. The officer must log in with an approved directory/authentication system (see section B.2.);
 - 3. The officer must verify the identity of each individual who signs the document;
 - 4. The individual signing the document must sign the document under the supervision of the logged-in officer;
 - 5. The system must retain a record of the officer who supervised the signature of the individual;
 - 6. The electronic device used to capture the individual's signature must contain minimum touchpad resolution of 400 dots per inch.
- D. Any document that is signed electronically and that is to be filed with the Superior Court in paper or electronic format and that requires the administration of an oath by an officer must be in compliance with sections 1-22 through 1-25 of the Connecticut General Statutes.