



Protecting dispersed, diverse communities.

Tulare County Sheriff's Office processes 5,000 documents across a large region with Adobe Sign.



"Adobe Sign gave us an efficient, accelerated workflow that helped us process 5,000 human resources and other business documents in just over a year."

Lieutenant Chris Galvez, Tulare County Sheriff's Office

SOLUTION

Adobe Sign, an Adobe Document Cloud solution

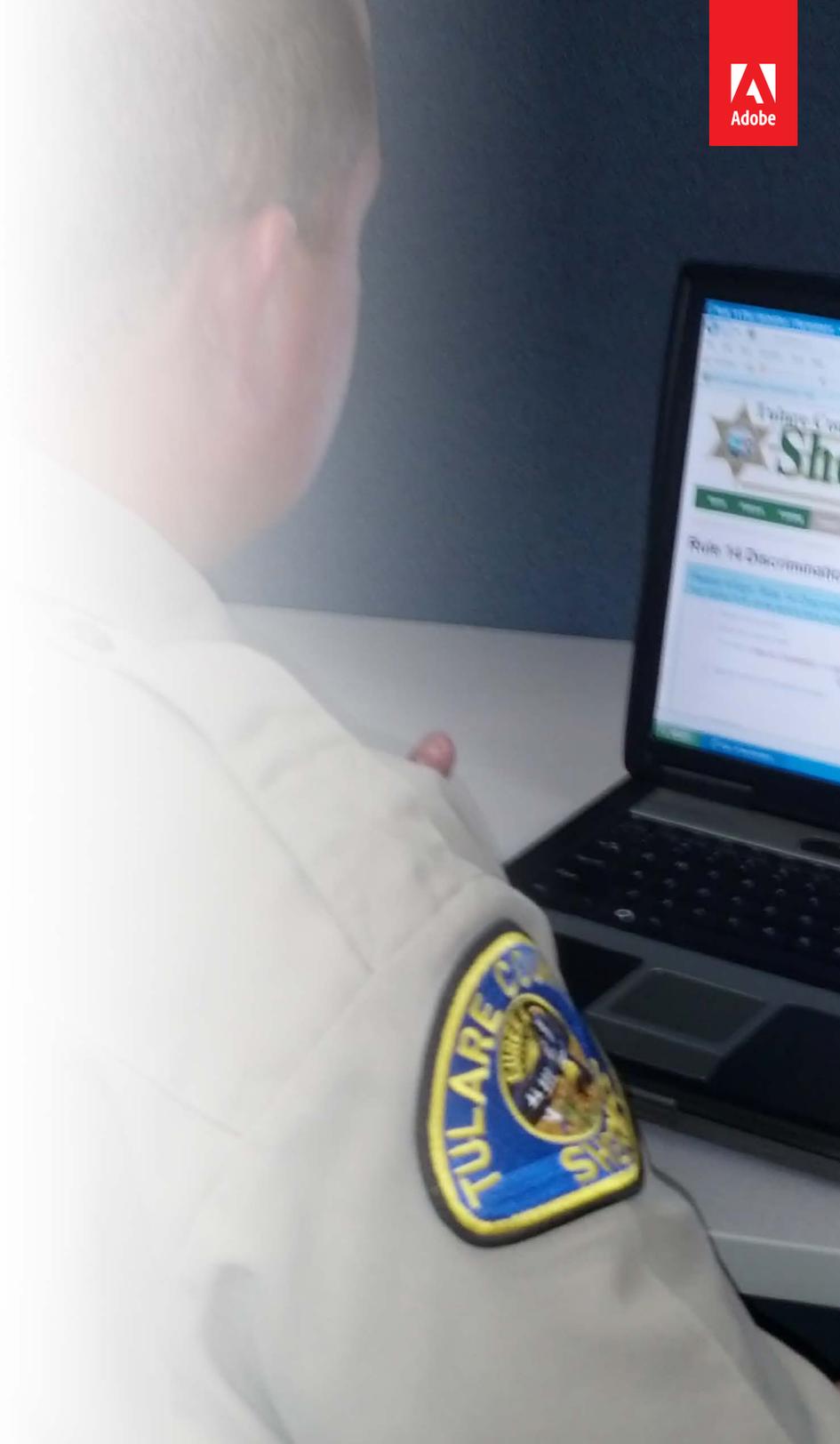
RESULTS

5,000 Contracts processed in **ONE YEAR**

 **AUTOMATED** paperwork improves communications

 **ONE MINUTE** turnaround for electronic documents

 Prevents delays with document **VISIBILITY**



Tulare County Sheriff's Office

Established in 1852

Employees: 1,300 (includes full time, reserves, and volunteers)

Visalia, California

www.tularecounty.ca.gov/sheriff/

CHALLENGES

- Efficiently exchange information across dispersed offices
- Quickly secure multiple signatures on HR documents
- Gain insight into document management and speed turnaround using electronically signed documents

SOLUTION AT A GLANCE

- Adobe Document Cloud
- Adobe Sign

For more information

<https://acrobat.adobe.com/us/en/sign.html>



Adobe Systems Incorporated
345 Park Avenue
San Jose, CA 95110-2704
USA
www.adobe.com

Serving a diverse community

Centrally located in California, Tulare County is home to more than 400,000 people in an area covering 4,863 square miles and large tracts of public lands, including Sequoia National Park. Since 1852, the Tulare County Sheriff's Office has worked with the community to improve the quality of life through professional services and community partnerships.

Serving a diverse community, the Sheriff's Department has 1,300 full-time employees and works with volunteers at 21 locations across the county. The dispersed offices made it difficult to share information and handle routine processes, such as obtaining multiple signatures for approvals on human resources documents. "Adobe Sign gave us an efficient, accelerated workflow that helped us process more than 5,000 human resources and other business contracts in just over a year," says Lieutenant Chris Galvez.

Improving county-wide communications

Before implementing Adobe Sign, an Adobe Document Cloud solution, when the Tulare County Sheriff's Office wanted to share documents back and forth between remote offices and headquarters, it relied on email, fax, or scanning documents, as well as volunteers to courier documents. Manually routing personnel forms, policy authorizations, purchase requisitions, and other paperwork prevented accurate tracking of document status, while delaying contract processing and approvals.

Using Adobe Sign, an employee simply uses the widget to generate the necessary form and sends an email to the required signatory—obtaining signatures in a fraction of the time. "We no longer have to deal with paper forms. A requisitions request needs three signatures and a final copy delivered to the business office," says Galvez. "With Adobe Sign, the forms can be completed by all signatories and the business office can receive a signed, more secure PDF copy all in less than a minute."

Automatic tracking prevents delays that previously plagued the process by providing a document status. If a supervisor is unavailable to sign, the document can be rerouted to another authorized signatory by sending the email and document to that person. "The reporting and automatic reminders in Adobe Sign encourage fast response and accountability," says Galvez.

She adds, "Adobe Sign is now used across departments in the Sheriff's Office for every document requiring a signature." Adobe Sign handles non-standard signature workflows, such as using MegaSign to send policies to all employees, or using the fax-back feature to gain a digital copy of wet signature documents. "Employees can even request forms for themselves using online widgets in the system," says Galvez. "Adobe Sign has eliminated our need to handle physical forms, boosting our efficiency and helping us improve costs and efficiencies county-wide."