

Addendum to Acceptable and Supportable Use of Technology

POLICY NUMBER: 210-1000-004

ADDENDUM NUMBER: 6

ADDENDUM TITLE: Governance and Use of Artificial Intelligence (AI) Technologies

EFFECTIVE DATE: December 1, 2025

REVISION DATE: [Insert Date]

APPROVED BY:

Ordinance No. _____

Dated the ____ day of _____, 2025

STATEMENT OF ADDENDUM

The Columbus Consolidated Government (CCG) acknowledges the growing integration and utility of Artificial Intelligence (AI) technologies in improving productivity, efficiency, and decision-making. This addendum defines acceptable and supportable use of AI tools, systems, and applications, and establishes safeguards for transparency, security, privacy, and accountability in their deployment.

SCOPE

This addendum applies to all AI-related systems, software, and tools used on any CCG-owned, leased, or managed technology, or accessed using CCG credentials or networks. This includes but is not limited to: machine learning applications, predictive analytics tools, generative AI (e.g., chatbots, image generators), and AI-integrated platforms.

AI USE REQUIREMENTS

Acceptable Use

- a. Use of AI tools must comply with all components of the CCG Acceptable and Supportable Use of Technology and its Addendums and all other CCG policies.
- b. Use AI tools only for their intended purpose and use in accordance with applicable laws and regulations.
- c. Ensure that AI tools are used in a manner consistent with the mission, values, and business objectives of the applicable department and CCG by regularly consulting with supervisors, department heads, and relevant stakeholders to align AI-generated outputs with organizational goals.

- d. Exercise due diligence and critical thinking when using AI-generated outputs to ensure accuracy, appropriateness, and alignment with CCG policies outlined in the Acceptable and Supportable Use of Technology and its Addendums and other CCG policies.

Authorization

- a. Acquiring AI solutions for any CCG-related task must be reviewed and authorized by the Department of Information Technology (IT).
- b. AI tools not expressly approved by IT are prohibited from being installed or accessed on CCG networks or devices.

Confidentiality and Data Integrity

- a. Confidential or sensitive information shall not be entered into publicly accessible AI systems (e.g., ChatGPT, Bard, Public Copilot) unless approved by IT and the City Attorney.
- b. AI systems that store or process sensitive CCG data must comply with all applicable federal, state, and local data privacy laws and IT security protocols.

Bias and Ethics

- a. AI tools must be evaluated by IT for potential bias or discriminatory outcomes before deployment.
- b. Users are responsible for verifying the accuracy of AI outputs and ensuring they align with CCG's ethical standards.

Prohibited Use of AI

- a. Automated decision-making tools shall not be used to take adverse employment, legal, or financial actions without human oversight.
- b. AI shall not be used to generate official records or documents without human oversight.

TECHNOLOGY SUPPORT

The Director of the Department of Information Technology reserves the right to approve, limit, or deny support for any AI system that poses a security risk, lacks transparency, was implemented without proper authorization, or is deemed non-compliant with this policy.

DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary actions in accordance with the CCG Disciplinary Policies which may include removal of access privileges, termination of employment and/or criminal prosecution.

REPORTING RESPONSIBILITIES

Any and all violation(s) of this policy will be reported to the department head or elected official that oversees the involved personnel, unless the department head or elected official is considered involved in the violation, at which time the Mayor, City Manager

and the Director of Human Resources shall be notified. The Director of Information Technology or designee will also be notified by the department head or elected official of all reported violations.

DISCIPLINARY RESPONSIBILITIES

It is the responsibility of the department head or elected official of involved personnel to administer necessary disciplinary actions and related sanctions; however, the Director of the Department of Information Technology or designee, after consultation with the City Attorney, reserves the right to revoke, invalidate, or remove a user's usernames, passwords, passphrases, PINs, operator IDs, or any other login-type or related information, access or permissions at any time for any reason without notification of any user.

RETALIATION PROHIBITED:

CCG prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.