

IOWA

LAW ENFORCEMENT POLICY + TRAINING



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Generative Artificial Intelligence Use

347.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for [departmentoffice] use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications.

Additional guidelines for the use of [departmentoffice] information technology resources are found in the Information Technology Use Policy.

347.1.1 DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.

347.2 POLICY

The use of GenAI systems carries unique benefits within a law enforcement agency, providing ways to increase operational efficiency, enhance [departmentoffice] procedures, and improve the overall effectiveness of the [agencyName].

However, the prompts input into GenAI systems can present risks to both individuals and law enforcement agencies by making accessible to the public information such as [departmentoffice] tactics, investigative and training techniques, confidential information (e.g., confidential informants, protected information), active investigations, and security procedures. In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the [DepartmentOffice] to develop, implement, and use GenAI ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by a member of the [DepartmentOffice] using GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

347.3 RESPONSIBILITIES

347.3.1 [AGENCYHEAD]

The [agencyHead] or an authorized designee shall approve all GenAI systems, their acceptable uses, and their authorized user groups prior to the use, implementation, or development for any [departmentoffice] functions.

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347.3.2 AI COORDINATOR

The [agencyHead] or the authorized designee shall appoint an AI coordinator. The AI coordinator shall report to the [DivisionAdmin][DivisionCommander] or the authorized designee.

The responsibilities of the AI coordinator include but are not limited to:

- (a) Evaluating potential GenAI systems and recommending those GenAI systems that appear to be appropriate and trustworthy to the [agencyHead] or the authorized designee. The trustworthiness of GenAI systems should be evaluated by balancing the following characteristics:
 - 1. Validity and reliability - The system's apparent ability to meet the intended purpose and fulfill the needs of the [DepartmentOffice] consistently over time.
 - 2. Safety - Any apparent risk to human life, health, property, or the environment that could result from the [departmentoffice]'s use of the system.
 - 3. Security and resiliency - The system's capability to prevent unauthorized access and misuse and its ability to return to normal function should misuse occur.
 - 4. Accountability and transparency - The ability to track and measure the system's use and activity through histories, audit logs, and other processes to provide insight about the system and identify potential sources of error, bias, or vulnerability.
 - 5. Explainability and interpretability - The ability of the user to understand the purpose and impact of the system, how and why the system reached the resulting output, and what the output means for the user.
 - 6. Privacy - The ability of the system to protect confidentiality and meet applicable privacy standards for the types of data intended to be input into the system (e.g., state privacy laws, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA)).
 - 7. Fairness - The ability of the system to operate in a way that avoids or minimizes bias and discrimination.
- (b) Ensuring appropriate contractual safeguards are in place to manage third-party use of [departmentoffice] data and to restrict the use of input in AI training data sets. If the input of protected information is necessary for the proper use of the GenAI system, an information-exchange agreement in compliance with applicable rules and standards (e.g., CJIS requirements) should be used to outline the roles, responsibilities, and data ownership between the [DepartmentOffice] and third-party vendor.
- (c) Coordinating with others within the [DepartmentOffice] and [CityCounty], such as the information technology or legal departments, as appropriate to ensure GenAI systems are procured, implemented, and used appropriately.
- (d) Maintaining a list or inventory of [departmentoffice]-approved GenAI systems and, when appropriate for [departmentoffice] transparency, making the list or inventory available to the public.
- (e) Developing and maintaining appropriate procedures related to the use of GenAI systems, including procedures for editing and fact-checking output.

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- (f) Ensuring any public-facing GenAI systems notify the user that GenAI is being used.
- (g) Developing and updating training for the authorized users of each [departmentoffice]-approved GenAI system.
- (h) Ensuring access to [departmentoffice] GenAI systems is limited to authorized users and establishing requirements for user credentials such as two-factor authentication and appropriate password parameters.
- (i) Conducting audits at reasonable time intervals for each of the GenAI systems utilized by the [DepartmentOffice] to evaluate the performance and effectiveness of each approved system and to determine if it continues to meet the [departmentoffice]'s needs and expectations of trustworthiness. The coordinator should arrange for audits to be conducted by an external source, as needed.
- (j) Ensuring each GenAI system is updated and undergoes additional training as reasonably appears necessary in an effort to avoid the use of outdated information or technologies.
- (k) Keeping abreast of advancements in GenAI and any GenAI-related legal developments.
- (l) Reviewing this policy and [departmentoffice] practices and proposing updates as needed to the [agencyHead].
- (m) Developing procedures in coordination with the *Brady* information coordinator and the [recordsHead] for the compilation and potential release of any discovery or records related to the use of GenAI systems consistent with *Brady* and the Iowa Open Records Law.

347.4 USE OF GENERATIVE AI

The use of [departmentoffice] GenAI systems by [departmentoffice] members shall be limited to official work-related purposes, and members shall only access and use GenAI systems for which they have been authorized and received proper training.

Members shall use AI-generated content as an informational tool and not as a substitution for human judgment or decision-making. Members should not represent AI-generated content as their own original work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, members should:

- (a) Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.
- (b) Review prompts and output for indications of bias and discrimination and take steps to mitigate its inclusion when reasonably practicable (see the Bias-Based Policing Policy).
- (c) Include a statement in the final document or work product that GenAI was used to aid in its production.

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347.4.1 PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential law enforcement techniques, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly accessible. Members should instead use generic unidentifiable inputs, such as "suspect" or "victim," and hypothetical scenarios whenever possible.

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards (see the Protected Information Policy).

347.5 PROHIBITED USE

Members shall not use GenAI systems to rationalize a law enforcement decision, or as the sole basis of research, interpretation, or analysis of the law or facts related to a law enforcement contact or investigation.

Members shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available GenAI systems unless the system has been approved by the [agencyHead] or the authorized designee for the intended use.

347.6 TRAINING

The AI coordinator should ensure that all members authorized to use GenAI have received appropriate initial training that is suitable for their role and responsibilities prior to their use of GenAI and receive periodic refresher training. Training should include but is not limited to the following:

- (a) A review of this policy
- (b) The need for human oversight of GenAI outputs
- (c) The interpretation, review, and verification of GenAI output
- (d) Checking GenAI output for bias or protected information
- (e) Ethical use of GenAI technology
- (f) Data security and privacy concerns

Daily Training Bulletins

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Even the best policy manual isn't effective if it's not backed by ongoing training. Yet too often, public safety agencies merely ask personnel to acknowledge policies; they don't train on them. This creates risk for personnel and vulnerability for the agency.

Lexipol's Daily Training Bulletins use a proven system of solid, realistic, ongoing and verifiable training to help personnel learn to apply policies and improve their ability to make well-reasoned decisions. These brief, scenario-based lessons provide a convenient way to enhance your members' policy understanding. Each Daily Training Bulletin takes just a few minutes to complete and includes a test question to measure comprehension.

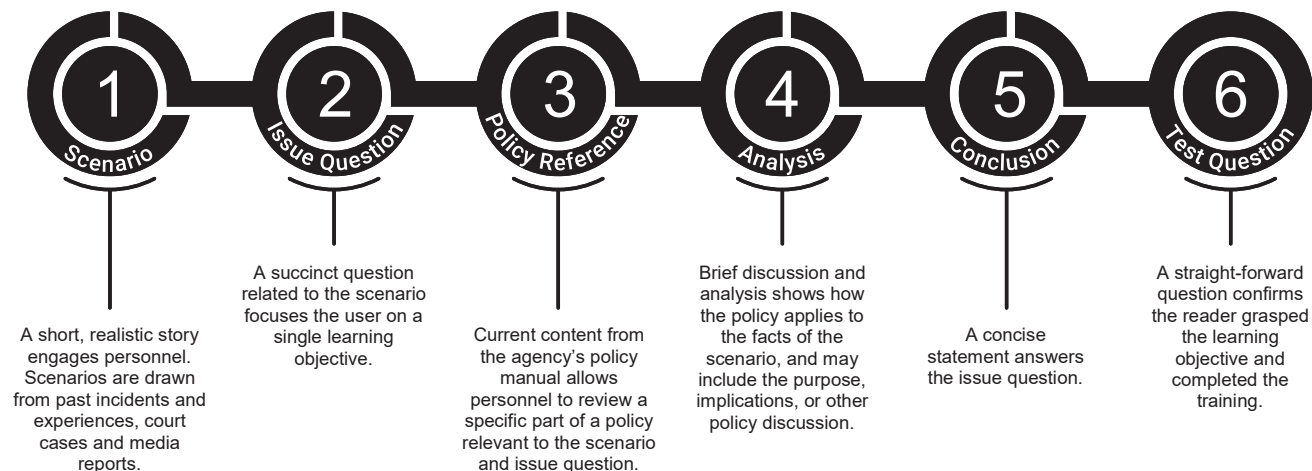
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Each month, you'll receive a package of Daily Training Bulletins to review and issue to your members. Using Lexipol's online platform, you can:

- Customize and edit the training bulletins to reflect agency-specific practices
- Determine when you want your personnel to complete training and how many training bulletins you want to issue
- Tailor training so specific groups are assigned to complete only the bulletins applicable to them
- Generate reports that track completion of training
- Create custom training bulletins, or group bulletins into special-focus training packages

Anatomy of a Daily Training Bulletin



Generative Artificial Intelligence Use

Topic: Investigations and Enforcement

DTB Date:

SCENARIO:

Officer Harold Detwiler sits at his computer station, typing out his latest report. His fingers hover over the keyboard as he glances across the room at Officer Tiffany Ridgeway, who is wrapping up her paperwork.

"You ever thought about using AI for these reports?" Officer Detwiler asks, leaning back in his chair.

Officer Ridgeway looks up from her computer. "AI? For report writing?"

"Yeah," Officer Detwiler says, nodding. "I've been reading about how some agencies are using AI systems to handle routine paperwork. You know, like collision reports or arrest narratives. It's supposed to save a lot of time."

Officer Ridgeway leans forward, intrigued. "How does it work? You just talk to it, and it writes the report for you?"

"Basically," Officer Detwiler replies. "You give it key details—who, what, where, when—and it builds the report. It can even format it according to the appropriate standards. But you've got to review it, of course."

"Sounds like it could help, but what about accuracy? We can't afford to mess up on details, especially in cases that go to court."

"That's one of the concerns," Officer Detwiler agrees. "AI can handle straightforward stuff, but for more complex cases, like assaults or complicated legal issues, you'd still need to do most of the work. I'm seriously considering setting up an account."

ISSUE: Who must approve Officer Detwiler 's proposed use of generative artificial intelligence (GenAI) for this purpose?

REFER:

346.5 PROHIBITED USE

Members shall not use GenAI systems to rationalize a law enforcement decision, or as the sole basis of research, interpretation, or analysis of the law or facts related to a law enforcement contact or investigation.

Members shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available

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GenAI systems unless the system has been approved by the Chief of Police or the authorized designee for the intended use.

ANALYSIS:

Use of GenAI systems can provide benefits for law enforcement, like increased efficiency, while increasing our overall effectiveness. Here, Officer Detwiler contemplates using GenAI to assist with report writing on certain cases. Although he acknowledges the limitations of these systems, he considers creating a GenAI account. However, before he does so, specific personnel must authorize Officer Detwiler to establish an account and input work-related data.

CONCLUSION:

The Chief of Police or the authorized designee must approve Officer Detwiler's use of GenAI for this purpose.

QUESTION:

Who must approve the creation of user accounts or inputting work-related data into any GenAI system?

ANSWERS:

- (a) The agency head
- (b) The authorized designee
- (c) Either of the above
- (d) None of the above

CORRECT ANSWER:

Either of the above