

## **Artificial Intelligence (AI) and Online Resources Policy**

The purpose of this policy is to provide guidelines for village employees on the appropriate use of technology to assist them in performing their job duties.

### **I. Artificial Intelligence (AI) and Online Resources**

Subject to the provisions below, employees are allowed to use online resources and computer programs that employ an algorithm to create work product based on the input from the user. The use of AI is encouraged as an efficiency and idea-generating tool. Employees shall take full responsibility for anything they produce with the assistance of AI and online resources.

### **II. Fact-checking and accuracy**

#### **a. Confidentiality and sensitive information**

- Employees may not input confidential or sensitive information into AI tools, online sources, or AI-powered assistants.
- Employees must ensure that the use of AI, online sources, reference materials, or AI-powered assistants, because there is no guarantee that information will remain confidential, does not compromise the privacy or security of organizations or city residents.

#### **b. Professional judgment**

- Employees are expected to exercise professional judgment when using information from AI, online sources, reference materials, or AI-powered assistants.
- Employees should critically evaluate the information obtained and ensure it is appropriate and relevant to their work.
- Employees should ensure their work product does not infringe upon copyrights or any other intellectual property.

#### **c. Reviewing work**

- Employees are responsible for reviewing their work to ensure the information that is obtained is used accurately and appropriately.
- Supervisors should periodically review employees' work to ensure compliance with this policy.

#### **d. Original content and voice**

- Information from AI, online sources, reference materials, or AI-powered assistants should never be cited verbatim. Instead, any attribution should be to the original source of the information provided through AI and verified.

- Employees are expected to use plain and simple language and make the content easily understandable for the intended audience.

### **III. Email and Internet Use**

#### **a. Professional Use**

- Village email accounts and internet access are to be used primarily for official business purposes.
- Limited personal use is permitted as long as it does not interfere with work performance or violate this or any other Village policy.

#### **b. AI Integration in Communication**

- Employees may use AI tools (e.g., for drafting emails or researching content) but must review and verify the output before sending.
- AI-generated text must not be used to impersonate another employee or external individual.

#### **c. Prohibited Uses**

- Employees may not use Village email or internet access for:
  - Distributing offensive, discriminatory, or illegal content;
  - Accessing unapproved AI tools that store or process sensitive data;
  - Creating or distributing misinformation, even unintentionally, through AI-assisted content.

#### **d. Monitoring**

- Use of Village email and internet systems is subject to monitoring.

### **IV. Social Media**

#### **a. Official Use**

- Employees may not post on official Village social media channels without authorization.
- AI-generated content must be fact-checked, clearly reviewed, and approved before posting.

#### **b. Personal Use**

- Personal posts made during work hours using Village equipment are prohibited.
- Employees must not represent personal views as those of the Village.
- Personal use of AI to create content about the Village must not violate confidentiality, accuracy, or ethical standards.

**c. Transparency**

- If AI-generated images, videos, or written content are used in Village social media, there should be transparent disclosure where appropriate, especially for public-facing content.

**d. Compliance**

- All social media content must comply with applicable copyright, privacy, public records, and ethics laws.

**II. Adoption and Approval**

The Artificial Intelligence Policy shall be formally approved and adopted by the Village Board and reviewed as needed.

Introduced, Approved, and Adopted by the Village Board of the Village of Harrison on this 29<sup>th</sup> day of July, 2025.

By: \_\_\_\_\_  
Scott Handschke, Village President

Attest: \_\_\_\_\_  
Meghan Winkler, Village Clerk

## **ARTIFICIAL INTELLIGENCE (AI) AND ONLINE RESOURCES POLICY**

### **Employee Acknowledgement Page**

I understand that I am responsible for all outputs and actions generated or influenced by AI tools used by me on behalf of the Village, including responses made through AI systems in any public-facing or internal communication platform.

I further understand that the Artificial Intelligence Policy applies to my use of AI systems through personal or non-Village accounts when such use could reasonably be associated with the Village. I agree to adhere to the guidelines outlined in the AI Policy at all times.

I understand:

- I am fully responsible for any work product I generate, modify, or submit using AI tools or online resources.
- I must not input or disclose confidential, sensitive, or protected information into AI tools or platforms.
- My use of AI must comply with all applicable laws, internal policies, and professional standards.
- All AI-generated or AI-assisted work produced on behalf of the Village is Village property and may be monitored.
- I must report any misuse, suspected violations, or risks associated with AI tools to my supervisor.
- I am not authorized to manage, restrict, or oversee AI systems without written approval from the Village Manager.
- Any AI-related use, including from personal accounts that could reasonably be associated with Village business, falls under this policy.

I also understand that I have no expectation of privacy when using Village systems, including AI platforms, and that such use may be subject to monitoring, public disclosure, or legal request as permitted by law.

In complying with the Policy, I will abide by all security procedures as set forth by the Village of Harrison. I am aware that violations of the Policy may result in restriction of use, may subject me to disciplinary action, up to and including discharge from employment, and may subject me to civil or criminal liability.

I acknowledge that I have read and understand the Policy and have been afforded an opportunity to ask questions regarding the Policy.

I have read and understand this Acknowledgement Form.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**AFTER SIGNING THIS ACKNOWLEDGEMENT FORM, BRING THE ORIGINAL  
EXECUTED COPY OF THIS FORM TO HUMAN RESOURCES FOR PLACEMENT IN  
THE PERSONNEL FILE.**