



DRAFT

TOWN OF HAYMARKET, VIRGINIA

ARTIFICIAL INTELLIGENCE POLICY

1. PURPOSE

This policy establishes expectations and guidelines for the appropriate use of artificial intelligence (AI) technologies by the Town of Haymarket, its employees, officials, and contractors. This policy aims to ensure that AI technology is deployed responsibly, used in a lawful and ethical manner, enhances productivity and efficiency in decision-making, while complying with applicable Virginia law, respecting privacy, confidentiality, and data security.

2. SCOPE

This policy applies to all Town employees, elected officials, appointed officials, contractors, and volunteers who use AI technologies in connection with Town business or operations.

3. DEFINITIONS

Artificial Intelligence (AI): Technology that enables computer systems to perform tasks that typically require human intelligence, including learning, reasoning, problem-solving, perception, and language understanding.

4. AUTHORIZED USE

Town personnel may use AI technologies for legitimate Town business purposes that:

- Enhance efficiency of administrative functions.
- Improve delivery of public services.
- Support data analysis for informed decision-making.

- Assist in drafting routine communications or documents.

5. PROHIBITED USE

Town personnel shall not use AI technologies to:

- Process confidential citizen information without proper authorization.
- Make final decisions on matters requiring human judgment or discretion.
- Generate content that violates copyright, privacy laws, or ethical standards.
- Circumvent established Town policies, procedures, or legal requirements.
- No employee or contract employee of any agency of the Commonwealth of Virginia shall download or use the DeepSeek AI application.

6. DATA GOVERNANCE AND PRIVACY

The Town shall:

- Adhere to stringent data governance practices that comply with Virginia law.
- Safeguard all data processed through AI systems.
- Prevent unauthorized access, disclosure, or destruction of data.
- Respect privacy laws and adhere to applicable data protection regulations.
- Ensure personal and sensitive information used with AI technologies is handled with utmost care.
- Implement appropriate security measures to protect against cybersecurity threats.

7. ACCURACY AND OVERSIGHT

Town personnel shall:

- Verify the accuracy of AI-generated content before official use.
- Maintain human oversight of all AI-assisted processes.
- Document when AI tools have been used in creating official documents.
- Implement appropriate fact-checking procedures for AI-generated content.

8. COMPLIANCE AND ACCOUNTABILITY

All users of AI technologies must:

- Comply with this policy and all applicable Town policies concerning confidentiality, non-disclosure, intellectual property, and computer use.
- Report any suspected misuse of AI technologies to their supervisor.
- Complete required training on appropriate AI use.
- Acknowledge that violations of this policy may result in disciplinary action.

9. POLICY REVIEW

This policy shall be reviewed annually by the Town Manager and Town Attorney to ensure compliance with evolving laws, regulations, and best practices regarding AI technologies.

10. EFFECTIVE DATE

This policy is effective immediately upon adoption by the Town Council of Haymarket.