



**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 (the “Town”), 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, volunteers, and other authorized users of Town accounts, technology software and hardware, and AI use on personal or third party devices when conducting official Town business.

### **3. DEFINITION**

**Artificial Intelligence (AI):** Technology that enables computer systems to perform tasks that typically require human intelligence, including learning, reasoning, analysis, problem-solving, perception, and language understanding. This includes generative artificial intelligence, which is a system of algorithms or computer processes that can create novel output in text, images, or other media based on user prompts. Generative AI systems are distinguished from other AI systems by their ability to create novel outputs.

### **4. AUTHORIZED USE**

Town officers, appointees and personnel may use Town-approved 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 the initial drafting of routine communications or documents.

## **5. PROHIBITED USE**

Town officers, appointees and personnel shall not use AI technologies to:

- Process confidential information.
- 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, public or freely available AI applications, or any AI technology prohibited by the Town Manager or Town Council.

Notwithstanding the prohibited uses outlined above, Town personnel shall not use AI technologies in any capacity without first receiving proper authorization from the Town Manager or Town Council. Under no circumstances should any protected or confidential data be entered into any Generative AI technologies. Fully anonymized or nonconfidential data may be entered into Generative AI tools.

## **6. DATA GOVERNANCE AND PRIVACY**

The Town officers, appointees and personnel 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 officers, appointees and personnel shall:

- Verify the accuracy and confidentiality 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 efforts and procedures for AI-generated content.

## **8. COMPLIANCE AND ACCOUNTABILITY**

Town officers, appointees and personnel shall :

- 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 or at any time deemed appropriate by the Town Manager and Town Attorney, whichever is earlier, 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.