

## GENERAL ARTIFICIAL INTELLIGENCE USE POLICY

### 1.0 PURPOSE

To establish and document the acceptable and appropriate use of generative AI at the City of Lake Forest Park while complying with data protection, public records requirements, non-discrimination, and information accuracy.

This policy is designed to establish acceptable use and responsible stewardship of generative artificial intelligence technology while used to conduct City-authorized business. The City of Lake Forest Park authorizes the use of generative artificial intelligence (AI) while users are conducting duties related to their jobs with the understanding that the output from these tools may contain inaccuracies and will require human verification. All users of City computing, and network resources must do so in an ethical, legal, and responsible manner. All use of technology resources must be consistent with all City policies and work rules.

### 2.0 ORGANIZATIONS AFFECTED

All City employees, contractors, and volunteers in their use of generative AI technology to draft content or make decisions related to City business.

### 3.0 REFERENCES

This policy operates in conjunction with:

- Internet Policy
- Cell Phone Policy
- Standards of Conduct Policy
- Progressive Discipline Policy
- Public Records Policy
- Information Security Policies

Supportive generative AI tools (Supportive) – AI tools capable of generating text, images, or other data from sources not-limited to City-generated content in response to employee-provided prompts.

Responsive generative AI tools (Responsive) – AI tools that interact directly with community members and employees to provide information from the City’s website or a similar discrete set of City-generated or City-curated content.

#### 4.0 POLICY

- 4.1 City employees may, but will not be required to, use generative AI software and services. AI software that is purchased and/or installed on City equipment must undergo a security review by IT. The use of new AI software that does not involve the purchase or installation of software must receive prior approval from their Director or designee. City employees must not use for City business any generative AI software and services that have not been approved.
- 4.2 If an application or software that is already in official use by City personnel incorporates AI capabilities, such as Microsoft Word, no additional approval is required. However, all aspects of this policy apply to the use of such capabilities.
- 4.3 There is no right to privacy in the use of City technology resources. By using the City's technology resources (computer, email, etc.) to interact with generative AI technology, an employee understands the City will monitor, record, and review the use of that technology at any time.
- 4.4 Supportive generative AI work product must be verified by the user for accuracy, appropriateness, non-bias, and compliance with intellectual property, privacy laws and City policies.
- 4.5 All responsive generative AI work product must be audited by the authoring employee to ensure logical content flow, appropriateness of the communication(s), and factual accuracy, including cross-reference with trusted sources and verification of citations.
- 4.6 All images and videos created by generative AI that is used substantively in a final work product must be attributed to the relevant AI system.
- 4.7 All records generated, used, or stored in generative AI technology for City business are public records and may be disclosed upon request. In alignment with public records retention requirements, draft materials do not need to be retained and can be deleted. Each user of generative AI technology is responsible for maintaining and retrieving such records, not the City Clerk or the IT department.
- 4.8 Users of generative AI shall not upload confidential, sensitive, or personally identifiable information to any generative AI software or service.

#### 5.0 Violations

- 5.1 Violations of this policy may result in disciplinary action consistent with the Progressive Discipline Policy.