



City of Meridian
Standard Operating Policy
Number 10.10

Responsible Use of Artificial Intelligence (AI)

Purpose:

To set forth the City policy regarding the Responsible Use of Artificial Intelligence (“AI”). This policy shall be implemented in accordance with the Responsible Use of AI Standard Operating Procedures.

Policy:

City AI usage should align with the City’s core values, quality standards, and confidentiality requirements. This policy and accompanying procedure outline the required practices for the use of AI within our organization.

- A. Approval.** City employees shall obtain their Department and the IT Department approval before expending any City funds to acquire an AI product.
- B. Data security.** In the use of AI, City employees shall observe all standard protocols and protocols established by IT to secure and protect City data and systems.
- C. Ethical considerations.** City employees shall not use AI for unethical or inappropriate purposes. City employees shall not use AI to generate content that promotes discrimination, harassment, or any form of harm.

This policy shall be implemented pursuant to the Responsible Use of Artificial Intelligence (AI) Standard Operating Procedures.

Authority & Responsibility:

Supervisors and department directors or designees, along with the IT department, are responsible to ensure that AI is used appropriately.