



City of Star AI Use Policy

Effective Date: June 2025

1. Purpose

This policy governs the use of OpenAI's ChatGPT and related large language model (LLM) services by employees and contractors of the City of Star, to ensure safe, secure, and appropriate use in support of organizational goals.

2. Scope

Applies to all personnel using ChatGPT (or other generative AI tools) on city-owned or authorized devices, networks, or accounts.

3. Acceptable Use

Permitted Uses:

- Drafting or improving documents, emails, reports, or code that do not contain confidential or personally identifiable information (PII).
- Researching general technical, regulatory, or policy information.
- Assisting with documentation, procedural guidelines, or training content.
- Supporting public communication (e.g., website copy, press drafts), after review and approval.

Prohibited Uses:

- Inputting any sensitive or confidential data, including:
 - PII (e.g., names, addresses, SSNs)
 - Protected health information (PHI)
 - Criminal justice information (CJI)
 - Financial account data
 - Internal operational plans or non-public security protocols
- Using ChatGPT for decision-making without human oversight.
- Relying on ChatGPT outputs for legal, regulatory, or emergency operations advice without verification.
- Any use that violates local, state, or federal law or organizational policy.



4. Security & Data Handling

- No Sensitive Data Entry: Under no circumstances may employees input sensitive, restricted, or classified information into ChatGPT.
- Output Review: All AI-generated output must be reviewed by a qualified human before distribution, publication, or implementation.
- Session Management: Users must not use personal accounts or unauthorized tools to access ChatGPT on city devices.
- Access Control: ChatGPT should only be used via approved interfaces (e.g., OpenAI official site, enterprise tools with organizational controls, or API keys managed by IT).

5. Accountability

- Users are personally responsible for ensuring that AI-generated content complies with all relevant regulations, including HIPAA, CJIS, and state open records laws.
- All content created using ChatGPT must be attributable, reviewed, and traceable, especially if published or used in operations.

6. Training & Awareness

- All staff using ChatGPT must complete AI usage and data security training prior to use.
- Departments must maintain awareness of evolving risks associated with AI, including misinformation, hallucination, and data leakage.

7. Monitoring & Enforcement

- The IT Department may monitor usage patterns to ensure compliance.
- Violations of this policy may result in disciplinary action, up to and including termination, and may involve legal consequences if data protection laws are breached.

8. Policy Maintenance

This policy will be reviewed and updated annually or as needed based on regulatory, technological, or organizational changes.

Approved by:
Shane Dale, IT Director
City of Star