



City of Wauchula

Artificial Intelligence Policy

Introduction

I. Purpose

The purpose of this artificial intelligence (AI) policy is to ensure responsible, legal, and ethical use of artificial intelligence technology across the City of Wauchula government. The guidance below defines acceptable and prohibited uses and outlines employee obligations related to the use, integration, or development of artificial intelligence models and applications. This policy will be periodically reviewed and updated as necessary to address emerging challenges, technological advancements, and changes in the legal or regulatory frameworks related to AI.

II. Policy Statement

The City of Wauchula recognizes the transformative potential of artificial intelligence (AI) and its applications across various domains. This policy document outlines the principles and guidelines for the responsible and ethical use of AI within City of Wauchula government. It is designed to ensure that AI technologies are used in a manner that promotes transparency, fairness, accountability, and the protection of individual rights. This policy outlines the following principles that shall be maintained as the City of Wauchula introduces AI capabilities to its workforce:

a. Transparency: The use of AI technologies within the City government will be transparent and explainable to the best of the City's abilities. The City will make efforts to disclose the use of AI systems when and where appropriate, such as where individuals are interacting with AI or with AI-generated content on the City's website.

b. Fairness: The use of AI technologies within the City government will be guided by principles of fairness. Reasonable measures will be taken to prevent bias and discrimination in AI systems and to ensure that any future insights developed through the use of AI are free from unfair or unjust biases.

c. Accountability: The City will establish standards for accountability and oversight for the use of AI technologies. The City government will be responsible for the actions and impacts of the AI technology used, will implement strategies to identify, mitigate, and rectify any potential harms or unintended consequences resulting from such use, and will be held accountable for the development, deployment, and outcomes of AI systems.

d. Privacy and Data Protection: The City will prioritize the protection of individual privacy and personal data in the use of AI technologies. All applicable data protection laws and regulations will be adhered to, and appropriate safeguards will be implemented to protect sensitive information.

e. Continuous Monitoring and Ethical Considerations: The City will continuously strive to improve the ethical aspects of its use of AI technology by keeping abreast of emerging ethical guidelines and best practices, and will consider the ethical implications of AI technologies to ensure that they align with the values and goals of the community. The City will actively engage in ethical discussions when applicable.

This policy statement reflects the City's commitment to responsible and ethical AI use, recognizing that ethical considerations are paramount.

III. Scope

This policy applies to all City of Wauchula employees, interns, volunteers, and board members.

IV. Definitions

3.1 Generative AI (GenAI): Artificial Intelligence technology that derives new versions of content (including text, audio, or visual imagery) from large bodies of data in response to user prompts. GenAI can be used in stand-alone applications, such as OpenAI ChatGPT or Google Bard, or incorporated into other applications, such as Microsoft CoPilot or Microsoft Office Suite.

3.2 Large Language Model (LLM): Subset of GenAI that uses deep learning to understand and generate human-like text. LLMs use large neural networks that have been trained on extensive language datasets and can perform tasks like generating coherent text, translation, and summarization. LLMs can autonomously create text, resembling human writing, with significant implications for applications like natural language understanding and content generation. Due to their societal impact, LLMs require careful policies and regulations to ensure responsible deployment.

3.2 Hallucinations: Term adopted by the AI community to describe how models will, from time to time, provide fictitious answers. Hallucinations are content, answers, or information that appear to be accurate but are actually inaccurate or completely fabricated. The issue is not simply that the answers are wrong, it is that they are confident and convincing. Society has developed an endemic automation bias, humans favor suggestions from automated decision-making systems, often ignoring their own better judgment. Using output from AI tools without reviewing it for accuracy places the City at risk and may harm the reputation of the City with citizens, employees, and external entities.

3.3 Cybersecurity: The use of AI tools may introduce new opportunities for cyber-attacks. Hackers can manipulate language models and other AI tools to give away information they should not, including personal or sensitive information. Implementing AI tools without the proper cybersecurity safeguards and best practices places City systems and data at a higher risk of attack.

3.4 Confidentiality and privacy: Confidential and sensitive information, including customer, employee, or others' personal data entered into publicly available AI applications may leave residue inside the model that can become part of an output elsewhere afterwards or used to (re)train new models. Thus, any customer or employee personal information, proprietary information or intellectual property, Personally Identifiable Information (PII) (such as names, social security numbers, birthdates, home addresses, phone numbers, account numbers, or biometric data), or otherwise confidential information submitted to AI tools could appear in other users' output.

3.5 Model bias: AI tools incorporate any biases of the data sets that were used to train them. Model

output that is influenced by this modeling bias may make systematic errors or favor certain groups, leading to unfair or discriminatory outcomes that do not align with our organizations' core values.

3.6 Intellectual property: AI models are often trained on large, publicly available datasets. The outputs may therefore contain copyrighted information, or others' intellectual property. While ownership in many of these cases is unclear, the use of any materials that are not verified to be free of copyright protection may open the door to legal challenges for the City down the line.

3.8 Third-party risk: Data sent by City of Wauchula government agencies to third parties could be used in the third party's use of AI tools. For example, sensitive customer information is a potential risk if the organization uses an external software vendor that employs AI tools.

V. Acceptable and Prohibited Use Cases

The use of AI while performing work for the City of Wauchula shall be subject to approval of the City Manager and/or designee and any approved use of AI shall be in compliance with this policy and applicable law.

Any violation of this policy may result in disciplinary action.

VI. Policy

For any use of AI applications, employees must adhere to the following:

5.1 To avoid potential data leaks or security incidents:

- Do not install non-approved Application Programming Interfaces (APIs), plug-ins, connectors, or software related to AI systems.
- Do not implement or use in any way code generated by AI on City systems without human review and oversight.

5.2 To maintain the confidentiality of the City's sensitive information, including but not limited to employee and citizen personal information, City intellectual property, and copyrighted material, employees must only share information with approved personnel and only input sensitive information into AI systems approved to be used with protected and/or sensitive data. To maintain confidentiality:

- Do not input personal identifying information (PII) of employees, citizens, or other third parties.
- Do not input any confidential information, trade secrets, or copyrighted information in either a prompt or in information uploaded to an AI platform
- Do not input any City or personal data into any generative AI system without prior approval.
- Do not store sensitive data in any repository that may be used to train an AI system without approval for the express purpose of training the system.

- Do collect and input only the minimum amount of data necessary for the AI application to function effectively.
- Do anonymize data whenever possible and remove any metadata before inputting it into AI systems.

5.4 The use of AI within the Wauchula Police Department shall be limited to such that it may be only used to assist officers in tasks that are appropriate for Department purposes such as information retrieval, data examination, language translation or the preparation of other projects or tasks as assigned.

5.5 No Wauchula Police Department staff shall use AI technology in any way to prepare any part of a report, statement, supplement or exhibit that is later to be relied on in court or to act as an official record of the Department. This rule is to protect officers from a later claim that their “report” is not their own entire creation documenting in their own words what they personally observed. AI technology shall not be used in places where it replaces human judgement or in places where a human is expected to draft from personal observations or memory a record, or document, of what occurred such as in a log note, official police report, or use of force report.

5.6 Wauchula Police Department staff who are allowed to use AI, with permission for a Department function, shall ensure that such use is for a proper purpose outlined in this policy. In circumstances where it is unclear if such purpose is aligned with the City’s policy, staff will only use AI with the express permission of the Chief of Police and City Manager or their designee. When using AI, Department staff shall not enter any personal information about themselves, any City employee, or any person they are investigating or working with (i.e., witness, informant, probation client, inmate, etc.).

5.7 Fact check and review all content generated by AI. Do not rely on AI to provide accurate answers.

5.8 Disclose that you have used AI to generate content, when and where appropriate, such as where individuals are interacting with AI or with AI-generated content on the City’s website.

5.9 To protect our employees and citizens from harm, and to protect the City from reputational damage, employees must use AI pursuant to the City’s code of conduct and non-discrimination policies. AI-created content that is inappropriate, discriminatory, or otherwise harmful to our employees or citizens must not be used for work purposes. Such use could result in disciplinary action.

5.10 All employees are expected to report instances of non-compliance with this policy to their supervisor. Employees are encouraged to speak up if they witness misconduct.

VII. Failure to Comply

Users who fail to comply with any provision of this Policy may be subject to disciplinary action, up to and including potential dismissal. Any AI-related activities which appear to violate applicable laws will be reported to external law enforcement.

If monitoring systems and processes detect a possible policy violation or if a user reports a

possible policy violation that places the cybersecurity of the City at risk, the suspect event should be processed using appropriate security incident response processes.