

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

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Acceptable Use of Artificial Intelligence (AI) Technologies

OVERVIEW: The Board is committed to leveraging Artificial Intelligence (AI) technologies to enhance our services, improve decision-making, and foster innovation. AI technologies must align with our values of transparency, accountability, and respect for individual privacy and rights. This procedure establishes guidelines for the responsible and ethical use of generative Artificial Intelligence (AI) technologies, including but not limited to AI Chatbots such as ChatGPT, CoPilot, Bard, Bing, Claude, OpenAI, in the operations of the Alachua County Board of County Commissioners.

SCOPE: This procedure applies to all classified employees of the Board, and also includes volunteers, interns, etc. or anyone with access to County technology.

PROVISIONS:

1. **Compliance with Laws and Regulations.** All AI technologies must comply with applicable federal, state, and local laws, as well as any relevant regulations and standards. Employees must also comply with the County's Technology and Usage Procedure.
2. **Data Privacy and Security.** Employees shall not provide an AI Chatbot with sensitive, business-specific, financial, personal information, or any information that is either exempt or confidential pursuant to public records laws. To safeguard confidential information, employees must adhere to the requirements outlined in Section 501.171(2) of Florida Statutes. Employees shall not input or otherwise transfer any confidential information, including any Personal Identifying Information (PII), Criminal History Record Information (CHRI), Criminal Justice Information (CJI), Financial or audit documentation, into any Artificial Intelligence (AI) technologies. Employees shall adhere to the Health Insurance Portability and Accountability Act and Substance Abuse and Mental Health Services Administration as applicable when using AI technologies.
3. **Transparency and Disclosure.** When AI technologies are used to interact with the public, the department using this technology will disclose the use of these technologies and ensure that individuals are aware they are engaging with an AI program.

4. **Accountability.** Employees using AI technologies understand that they accept full responsibility for its use and must confirm that the generated information received is correct.

In no case shall employees solely rely on any information obtained from generative AI Technologies. Prior to use of AI-generated information, employees shall review, and obtain, through other sources, written documentation independently verifying the AI-generated information.

5. **Non-discrimination.** Employees are responsible for ensuring that any AI generated content is free from bias and/or discriminatory language before using to be in compliance with all County policies and procedures.
6. **Professional Use.** AI technologies provided by the County should be used to support professional duties and should not be used for personal purposes. Users must not utilize AI for activities that are illegal, unethical, or violate the rights of others.
7. **User Training and Awareness.** Employees must complete all assigned training on the ethical use of AI technologies and the potential risks associated with their use.
8. **Responsible Development and Procurement.** When developing or procuring AI technologies, the County will prioritize vendors that demonstrate ethical AI practices and provide assurances regarding the responsible use of these technologies.
9. **Enforcement.** Violations of this procedure may result in corrective action.
10. The Administrating Officials or the designee, in consultation with ITS, must approve any exceptions or amendments to this procedure.