	NUMBER: 700-15
SUBJECT: Authorized Use of Technology Resources, Artificial Intelligence, and Automated Decision Tools	
EFFECTIVE DATE: December 3, 2025	**NO. PAGES: 4**

I. PURPOSE

The purpose of this directive is to establish policy and procedures governing the authorized use of technology resources, artificial intelligence (AI), and automated decision tools by members of the Conway Police Department. This directive ensures compliance with Act 848 of 2025 and promotes accountability, transparency, and public trust.

II. POLICY STATEMENT

It is the policy of the Conway Police Department to responsibly employ technology and AI resources in support of public safety operations. While AI and automated decision tools may assist in analysis, detection, and efficiency, human judgment and accountability remain paramount. At no time shall an AI system or automated tool make final operational or enforcement decisions; such authority rests solely with sworn officers or authorized civilian employees.

III. DEFINITIONS

A. Technology Resources – Machines, devices, software, systems, or communication resources owned or operated by the Department, including but not limited to computers, servers, mobile devices, cameras, digital storage, telecommunications, databases, and department-issued email accounts.

B. Artificial Intelligence (AI) – A machine-based system capable of making predictions, recommendations, or decisions that influence real or virtual environments based on human-defined objectives.

C. Automated Decision Tool – A system or service using AI that is specifically developed or modified to be a controlling factor in making consequential decisions.

D. Generative Artificial Intelligence – A class of AI that produces new content, including text, images, or audio, based on training data and prompts (e.g., ChatGPT, Copilot, Claude, Gemini).

E. Employee – Any sworn officer, civilian staff member, intern, or contractor under the authority of the Department.

IV. AUTHORIZED USE

A. Department issued technology resources and any artificial intelligence or automated decision tools accessed through the department's network, devices, or accounts shall be used solely for official law enforcement duties and administrative functions in support of the Department's mission. This directive does not govern employees' personal use of AI or technology resources on non-departmental systems outside the scope of their official duties.

B. AI and automated decision tools may be used to support but not replace human decision making. Examples include:
   1. Crime trend analysis and forecasting.
   2. Automated license plate reader (ALPR) systems.
   3. Facial Recognition Software
   4. Evidence classification and digital case file indexing.
   5. Report writing or transcription assistance.

C. Final enforcement, investigative, or administrative decisions will be made by humans.

D. When Artificial Intelligence is used to assist in the creation of a non-conventional investigative report, document or analysis for submission to the Prosecuting Attorney's Office or a court, the final document shall include a brief notation indicating that AI assistance was utilized.

   This disclosure requirement does not apply to internal administrative documents, policy development, press releases, personnel evaluations, emails, or routine communications. This does not apply when using AI assistance such as Grammarly, ChatGPT, or other tools that simply make suggestions for spelling, efficiency, punctuation or language clarification.

V. PROHIBITED USE

A. Employees shall not use Department technology resources or AI/automated decision tools to:

B. Express personal political opinions to elected officials, unless part of assigned job duties or in response to a formal request.

C. Engage in lobbying activities unless officially registered as a department lobbyist.

D. Circumvent or disable security safeguards or system integrity protection.

E. Engage in any unlawful activity or conduct prohibited by federal or state law.

F. Rely exclusively on AI or automated decision outputs to justify arrests, charges, or other enforcement actions.

VI. HUMAN OVERSIGHT & ACCOUNTABILITY

A. Personnel of the Conway Police Department shall originally author their incident/supplement reports, arrest warrants, search warrants, memos, and associated narrative sections of all department forms. However, AI can be used to correct grammar and make suggestions for clarity on reports authored by the employee.
B. At no time will Artificial Intelligence be allowed to make decisions or enact any type of action without approval of a human who is responsible for those actions. Humans must make decisions and remain accountable. This is known as a Human-in-the-Loop mechanism.
C. All AI-supported recommendations must be reviewed and validated by an employee before action is taken.
D. AI generated content will be considered draft material only and will be thoroughly reviewed prior to use.
E. It is the responsibility of all supervisors to enforce this policy. Supervisors will review reports, forms, search warrants, and arrest warrants of the officers/members under their command and will inquire, when necessary, whether such work product was originally authored by the officer/member.

VII. TRAINING

A. All employees shall complete initial and annual training on:
    1. Authorized use of Department technology resources.
    2. Cybersecurity awareness and safe technology practices.
    3. Proper and ethical use of AI and automated decision tools.
B. Training will emphasize the requirement that final decisions rest with human employees, not AI systems.
C. Training shall be documented and conducted in compliance with Act 848 of 2025.

VIII. PUBLIC ACCESS

This directive shall be made available to the public upon request in accordance with the Arkansas Freedom of Information Act (FOIA).

IX. DISCIPLINE

Violations of this directive may result in disciplinary action up to and including termination, consistent with Conway Police Department policies, City of Conway personnel rules, and applicable civil service regulations.

X. REVIEW RESPONSIBILITY

The Chief of Police, or his/her designee, in consultation with the City Information Technology Department, shall review this directive annually and recommend updates as needed to maintain compliance with state law and emerging technology standards.

XI. GENERATIVE ARTIFICIAL INTELLIGENCE TOOLS

A. Generative AI systems (e.g., ChatGPT, Copilot, Claude, Gemini) may be used by employees solely for drafting, research assistance, or communication support related to Department operations.
B. AI generated material shall not be considered official Department communication, policy, or record until it has been reviewed, edited, and approved by an authorized employee.
C. Generative AI shall not be used to make final enforcement, disciplinary, or personnel decisions.
D. In accordance with CJIS training and compliance, if available, all history settings should be shut off on any generative AI applications not specifically designed for the department.
E. Vendor provided AI functions embedded in law enforcement technology (e.g., body camera auto-tagging, ALPR systems, digital evidence platforms) are subject to the same requirements of human oversight and accountability.
F. Supervisors are responsible for ensuring employees under their command understand and comply with these restrictions.

APPROVED



Chris Harris
Chief of Police

CALEA Standards – N/A