Colorado Springs Police Department
General Order

1905 Use of Artificial Intelligence

Section 1900 – Operational Technology Systems

Effective Date: 2/21/2025
Supersedes Date: NA

.01   Purpose

The purpose of this directive is to define and outline guidelines for the use of artificial intelligence and machine learning systems by the Colorado Springs Police Department.

This policy does not apply to the use of Axon systems, which are governed by GO 1904 Use of Specialized Axon Systems.

.02   Cross-Reference

GO 1904 Use of Specialized Axon Systems
City Administrative Regulation 2024-06: Generative Artificial Intelligence

.03   Definitions

Artificial Intelligence: The application of computer technology to perform tasks commonly associated with human beings, such as image recognition, language processing and translation, document preparation, and visual perception and development.

Authorized Artificial Intelligence or Machine Learning System: Any system of artificial intelligence or machine learning the department and city IT have explicitly authorized for use by employees.

Artificial Intelligence Acknowledgment: The standard acknowledgment placed at the beginning of all documentation for which assistance from an artificial intelligence was received. The acknowledgement is: "This document was generated with assistance from a city-approved artificial intelligence tool. I have reviewed the document in detail, made any necessary edits, and believe it is an accurate representation of the information being reported."

Generative Artificial Intelligence (GenAI): A type of artificial intelligence technology that broadly describes machine learning systems capable of generating new text, images, code, or other types of content, often in response to a prompt entered by a user.

Machine Learning: A subset of artificial intelligence focused on the development of computer technology to perform tasks without explicit instructions. Machine learning focuses on the use of algorithms, statistical modeling, and data to identify patterns and make reasonable inferences based on inputs from a user.

Sensitive or Restricted Data: Data which includes legal or law enforcement data, city-specific system codes/design details/risks information, Personally Identifiable Information (PII), health or healthcare information, employee records, password or passphrase generation information, or any other data that should not be disclosed outside of the city.

.04 Discussion

Artificial intelligence and machine learning are rapidly advancing technology tools with the capacity to increase efficiency in law enforcement and government operations. As with any technology system, effective governance is key to ensuring appropriate use.

Artificial intelligence and/or machine learning systems authorized for use by employees are intended to aid in productivity and accuracy. They are not a substitute for human intelligence, judgment, experience, ethics, professionalism, or knowledge, and employees must remain mindful of these limitations.

.05 Policy

Department members who use artificial intelligence and/or machine learning systems will comply with all laws, regulations, ordinances, and city and department policies and procedures governing their use. Department members using these systems are responsible for ensuring appropriate security measures are undertaken.

Department members who use artificial intelligence and/or machine learning systems will ensure any work generated with their use is accurate, thorough, and of high quality.

Department members are prohibited from using any artificial intelligence or machine learning system that has not been authorized by the city of Colorado Springs Information Technology (IT) Department via the official cybersecurity review process.

.10 Use of Artificial Intelligence Systems

Access to AI systems will only be considered for employees with a specific operational need for its use.

Usage Requirements

Employees using artificial intelligence will adhere to the following requirements:

- Only city IT-approved artificial intelligence platforms may be used by city employees in the performance of their official duties. Currently, the only approved platform is ChatGPT Teams.
- All department users must comply with applicable laws, regulations, and policies governing system use.
- Use of city artificial intelligence systems is only authorized for department or city business.
- Users will treat all data and information with due care when using it within the artificial intelligence system.
- Sensitive or restricted data will not be entered into artificial intelligence systems.
- Users are fully responsible for the accuracy, thoroughness, and quality of any work generated with the assistance of artificial intelligence.

Employee Responsibilities

Department employees who wish to utilize ChatGPT Teams as part of their duties will:

- Receive preliminary approval from their section lieutenant or manager to initiate the formal request process; and
- Open a ticket for ChatGPT Teams access by contacting city IT via telephone; and
- Submit both a memorandum and a signed authorization form through the chain of command to the deputy chief of their assigned bureau.
    - The memorandum will include the employees' justification for use of the system [REDACTED]
    - The authorization form is provided to the employee by city IT after placing a ticket. The authorization form will be completed and signed by the employee's section lieutenant or manager or, if the employee is at or above the rank of lieutenant, by their next-level supervisor; and
- Receive written approval from the deputy chief of their assigned bureau. The written approval will be forwarded back through the chain of command with the signed authorization form to the requesting employee; and
- Submit the signed authorization form through the city IT help desk ticket.
- Complete the training module within three business days of being assigned to the training by city IT.

Once these steps are completed, city IT will grant the user access to ChatGPT Teams. Once a user no longer needs ChatGPT Teams, they will notify city IT to cancel their access.

Supervisor Responsibilities

The direct supervisor is responsible for:

- Ensuring the employee completes applicable training and understands all legal, policy and data requirements before using the system; and
- Ensuring the employee understands what data may and may not be uploaded into the system; and
- Ensuring system use and budgetary approval has been obtained.

.20 Prohibited Use of Artificial Intelligence

In addition to legal, policy, and regulatory restrictions, the use of artificial intelligence by department personnel for the following purposes is strictly prohibited:

- Operational decision making in legal and public safety matters.
- Completing, editing, generating, or reviewing criminal justice documents or sensitive information, except as authorized in GO 1904 Use of Specialized Axon Systems.
- Developing any documentation for which a reasonable likelihood of introduction in a legislative, quasi-judicial, policy-making, or legal setting exists.

.25 Release of Sensitive or Restricted Data

If a department member believes they or another person have released city sensitive or restricted data into an artificial intelligence system, they will immediately report the breach to:

- Their division commander, through the chain of command; and
- City Cybersecurity by contacting the city IT helpdesk.

.30 Acknowledgment of Content with Artificial Intelligence

The standard *Artificial Intelligence Acknowledgement* will be clearly displayed at the beginning of any document or material that contains content produced by an artificial intelligence system. The acknowledgement is:

> *This document was generated with assistance from a city-approved artificial intelligence tool. I have reviewed the document in detail, made any necessary edits, and believe it is an accurate representation of the information being reported.*

This acknowledgment is only required if actual written content from an artificial intelligence system is placed within written material. It is not required if the system was used to conduct

research, gather information, aid with information analysis, or conduct similar tasks. In all instances, however, users must take great care to ensure any information obtained from an artificial intelligence system is accurate.

.35   Exceptions to Artificial Intelligence Systems & Use

If a department member believes an exception to this policy is necessary, including the use of an artificial intelligence system that is not currently approved, they will submit a memorandum via the chain of command to their deputy chief. If approved, the deputy chief will provide it to the Management Services Division Commander to undergo the official city IT exception process.

.40   Systems Governance

The Management Services Division Commander will chair a working group comprised of patrol, investigative, and supervisory personnel that will review artificial intelligence systems in January and July of each year. The working group will assess training documentation, system enhancements, and law and policy updates, and recommend any required changes to ensure training, policy, and usage meet current requirements. This will be the same group as outlined in [GO 1904 Use of Specialized Axon Systems](#).