



Employee Use of A.I. Technology

Administrative Regulation | Communication & Technology Standards | #14.08

Effective Date	September 22, 2025
Revised Date	January 1, 2026
Supersedes	September 22, 2025

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

Purpose

This regulation establishes requirements for the responsible, ethical, and effective use of ***Artificial Intelligence (AI)*** tools in City operations. The regulation is intended to protect public trust and support the City's values of transparency, accountability, service, inclusion, and responsible stewardship of public resources.

Scope

This regulation applies to all City employees, elected officials, contractors, volunteers, and other authorized users who access, develop, configure, or use *AI* technology while conducting City business or using City resources.

Policy

AI tools may be used to improve efficiency, service delivery, and innovation when used responsibly. All *AI* use must protect privacy, avoid harm, support equity, and maintain public trust.

Employees remain fully accountable for any work product, decision, or action informed by *AI*. *AI* tools may support, but must not replace human judgment, professional expertise, or required approvals.

AI use must comply with all applicable laws, City administrative regulations, collective bargaining agreements, ethical standards, and information security requirements.

AI tools must not be used in ways that:

- Discriminate, harass, or infringe on individual rights or privacy;
- Introduce bias, generate misleading information, or misrepresent facts;
- Create or increase cybersecurity or data protection risks; or

Use data without transparency, authorization, or legal basis.

Procedure

1. Governance and Oversight [ADD]

- a. The Information Technology Department (IT) is responsible for evaluating, approving, monitoring, and restricting *AI* tools used for City business.
- b. Department directors and supervisors are responsible for ensuring *AI* use within their departments complies with this regulation.
- c. Employees are responsible for understanding and complying with all requirements of this regulation before using *AI* tools.

2. Approved AI Tools

- a. Only *AI* tools approved by IT may be used for City business.
- b. The list of approved tools is maintained in the Resources section of this regulation.
- c. To request approval of a new *AI* tool, employees must submit a written request to their supervisor.
- d. Requests will be reviewed by IT for security, privacy, data protection, legal risk, and business need before approval or denial.

3. Responsible and Ethical Use

- a. *AI* must be used in a manner consistent with the City's values of fairness, inclusion, transparency, accountability, and public stewardship.
- b. Employees must not create, request, or share *AI*-generated content that is offensive, discriminatory, deceptive, or misleading.
- c. *AI* must not be used for unlawful, unethical, or inappropriate purposes, including but not limited to:
 - (1) Surveillance of individuals without legal authorization;
 - (2) Harassment, intimidation, or retaliation;
 - (3) Misrepresentation of facts, authorship, or official City positions.

4. Data Privacy and Security

- a. Employees must not enter confidential, protected, or personally identifiable information (PII), including but not limited to HIPAA-protected data or personnel information, into *AI* tools unless expressly authorized by IT and consistent with law.
- b. *AI* tools must not be used as the sole decision-maker in **high-risk** or **sensitive** matters, including public safety, health, employment discipline, or legal determinations.
- c. Employees must follow all City information security standards, including those in the Information & Cyber Security administrative regulation.

- d. Employees are expected to remain informed of best practices for safe, ethical, and secure AI use as communicated by the City.

5. **Review, Verification, and Accountability**

- a. Employees must independently review, verify, and validate all AI-generated output before use, reliance, or distribution.
- b. **AI-generated work** must be evaluated for accuracy, bias, completeness, and appropriateness.
- c. Employees remain responsible for all decisions, recommendations, and actions taken with AI assistance.

6. **Monitoring and Compliance**

- a. The City may monitor AI usage to ensure compliance with this regulation and related administrative regulations.
- b. Employees should not expect privacy when using AI tools through City systems or accounts.
- c. IT may restrict, suspend, or block access to AI tools that present unacceptable legal, security, operational, or ethical risks.

7. **Permitted Practices**

- a. Employees may use approved AI tools for appropriate business purposes, including:
 - (1) Drafting and editing written materials;
 - (2) Brainstorming ideas or solutions;
 - (3) Data analysis and summarization;
 - (4) Process improvement and workflow support.
- b. Employees must confirm and validate all AI-generated output prior to use.
- c. Employees must use only their City-issued email account or City-approved authentication methods to access AI tools.
- d. Supervisor approval is required before using AI-generated content in external communications, public-facing materials, or official City documents.

8. **Records Retention and Disclosure**

- a. **AI-generated work** that constitutes a public record must be retained in accordance with the City's Records Retention and Destruction administrative regulation.
- b. Employees must not use AI tools in a manner that circumvents public records, retention, or disclosure requirements.

Definitions

Term:	Definition
<i>AI-generated work:</i>	Content created in whole or significant part using <i>AI</i> . This includes documents, reports, images, data summaries, or recommendations. Routine editing, spelling, grammar correction, or brainstorming are not AI-generated work.
<i>Artificial Intelligence (AI):</i>	Tools that simulate human intelligence for tasks such as data analysis, content creation, or decision-making.
<i>High-Risk Decision:</i>	A decision that may significantly impact individual rights, public safety, employment status, legal obligations, or access to City services.
<i>Sensitive Data:</i>	Confidential records or personal information protected by law such as HIPAA or PII.

Related Resources

Webtools:

- [Approved AI Tools \(log in using your network credentials\)](#)

Administrative Regulations:

- [Acceptable Use of Network Services & Computing Devices](#)
- [Information and Cyber Security](#)
- [Record Retention and Destruction](#)