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|  | <i>Administrative Regulation</i>     |                       |
|   | <b>EMPLOYEE USE OF AI TECHNOLOGY</b> | Policy #: 14.08       |
|   |                                      | Effective: 09/22/2025 |
|   |                                      | Revised: 01/12/2026   |
|   | Owner: Information Technology        |                       |

**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:**

#### ***AI-generated work:***

Content created in whole or significant part using *AI*. This includes documents, reports, images, data summaries, or recommendations. Routine editing, spelling, grammar correction, or brainstorming are not *AI*-generated work.

#### ***Artificial Intelligence (AI):***

Tools that simulate human intelligence for tasks such as data analysis, content creation, or decision-making.

***High-Risk Decision:***

A decision that may significantly impact individual rights, public safety, employment status, legal obligations, or access to City services.

***Sensitive Data:***

Confidential records or personal information protected by law such as HIPAA or PII.

**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](#)