



**SUBJECT: Use of Generative Artificial Intelligence (AI)**

1. **PURPOSE:** The City recognizes that the use of generative artificial intelligence tools like ChatGPT ("AI Tools") can increase employee productivity and innovation, and we support the use of AI Tools in a safe, ethical, and secure manner. At the same time, we recognize that the use of AI Tools can pose risks to our operations and residents.

The purpose of this Generative Artificial Intelligence (AI) Use in the Workplace Policy (this "Policy") is to provide employees with guidelines for the responsible use of AI Tools while protecting the City and mitigating the risk of misuse, unethical outcomes, potential biases, inaccuracy, and information security breaches.

Employees are responsible for using AI Tools in a productive, ethical, and lawful manner.

2. **SCOPE:** This Policy applies to all City of Indio employees in the course of their employment when using AI Tools like ChatGPT, BingAI, Google Bard for authorized business purposes, including in their dealings with third-party agents and vendors, and when using an employee's personal devices for authorized business purposes.

3. **GENERAL POLICY:**

- 3.1 This policy is intended to add to, not contradict, limit, or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions, and contractual obligations, all of which remain in full force and effect. Any use of AI Tools under this Policy must comply with the relevant policies, internal controls, and guidelines of the City.

- 3.2 When using AI tools in the workplace employees must:

- Use them only for the following authorized purposes
  - Drafting emails, letters, memoranda, and presentations; and
  - Conducting research; and
  - Summarizing policies and procedures: and
  - Writing of grants.

- 3.3 All other purposes must be authorized in advance in writing by the Departmental Director. The City retains the right to monitor all employee use of AI Tools. Employees using AI Tools shall:

- Not enter any City, employee, customer, or third-party confidential, trade secret, personally identifiable information, personal health information, or other personal or proprietary information into a prompt for an AI Tool.

- Avoid using offensive, discriminatory, or inappropriate content.
- Thoroughly review all AI Tool outputs before using them or forwarding them to others inside or outside the City to:
  - ensure that they do not contain biased, offensive, or discriminatory content;
  - ensure they do not improperly use or disclose personal or confidential information; and
  - verify accuracy or reported facts with other trusted sources.

3.4 Employees are prohibited from using AI Tools to:

- Conduct or solicit illegal activities;
- Infringe the rights of others, including privacy and intellectual property rights; or
- Interfere with the performance of their jobs or of other employees' jobs; or
- Receive legal advice; or
- Performing the following workplace tasks:
  - Researching of case law; or
  - Summarization of data that includes sensitive, confidential, personally identifiable, criminal justice information, or any other data would not otherwise be subject to or would be redacted from public records requests.

3.5 Approved Generative AI tools are limited to the following platforms: ChatGPT, BingAI, Google Bard, Dall-E, and Adobe Firefly.

- Any other platform must be approved, in writing, prior to use by the Director of Information Technology.

4. **MANDATORY TRAINING:** The City of Indio recognizes that an informed workforce is the best line of defense. We will provide training opportunities and expert resources to help employees understand their obligations under this Policy and avoid creating undue risks. Employees must complete generative AI use training within six (6) months after initial hire. All workforce members must complete generative AI use training on at least an annual basis. Managers must ensure that their employees complete all the required training.

5. **REPORTING NON-COMPLIANCE WITH THIS POLICY:**

- If you become aware of an actual or potential violation of this Policy, or have reason to believe that any of the following has been downloaded to or installed on City of Indio's networks, systems, or devices, you must promptly disclose this fact to the Director of Information Technology together with all relevant documents and information:
  - An unlicensed AI Tool, if usage requires a license.
  - An AI Tool that has not been approved for use according to this Policy.
  - An AI Tool that is used outside of the approved manner or scope.
  - An AI Tool that poses an identified, unaddressed security risk or contains any material defects or malicious code.

6. **VIOLATIONS OF THIS POLICY:** If the City determines any employee, regardless of position or title, has engaged in conduct in violation of this Policy, they will be subject to discipline, up to and including termination of employment.
7. **RELATED STANDARDS, POLICIES, AND PROCESSES:**
  - A-9 Technology Acceptable Use Policy
  - A-37 Handling of Sensitive Personally Identifiable Information
8. **ADMINISTRATION OF THIS POLICY:** The City expressly reserves the right to change, modify, or delete the provisions of this Policy without notice.

The Information Technology Department is responsible for the administration of this Policy. If you have any questions regarding this Policy or questions about using AI Tools in the workplace that are not addressed in this Policy, please contact the Information Technology Department.