

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): IT

PROGRAM: IT

SUBJECT: AI Policy

<p>A Generative AI Policy has been proposed to establish guidelines and best practices for the responsible and effective integration of AI for departmental use. This initiative stems from a growing interest among departments to explore and implement AI technologies, recognizing their potential to enhance efficiency, innovation, and service delivery. The policy aims to ensure that AI adoption is approached strategically, ethically, and in alignment with organizational values and objectives. It addresses critical areas such as data privacy, security, transparency, accountability, and the responsible use of AI outputs, providing a framework for departments to navigate the complexities and opportunities presented by generative AI tools.</p>	<p>() <u>ACTION REQUESTED:</u></p> <p>Approve and adopt the proposed AI policy.</p>
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ATTACHMENTS: Draft Policy

Date: (08/20/2025) Submitted By: Riley Wortman

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
() Human Resources (copy)
() Budget (copy)
() Fiscal
() Legal (copy)
() (Other - List:)

To be notified of Meeting:

Dan Lonai , Riley Wortman

Needed at Meeting:

Scheduled for meeting on: August 20 , 2025

Action taken:

Follow-up:

Generative Artificial Intelligence Use

PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for county use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications.

Additional guidelines for the use of county information technology resources are found in the Information Technology Use and Cybersecurity policies.

DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.

POLICY

The use of GenAI systems carries unique benefits within a local government entity, providing ways to increase operational efficiency, enhance county procedures, and improve the overall effectiveness of the County.

However, the prompts input into GenAI systems can present risks to both individuals and local governments by making accessible to the public information such as facility security records, security procedures, personal information, certain law enforcement records, and other confidential information (e.g., protected information, social services records, financial records). In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the County to develop, implement, and use GenAI ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by an employee of the County using GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

Employees wishing to use AI chatbots in connection with work should discuss the parameters of the intended use with their Department Director. The Department Director may approve, deny or modify the requested parameters as best meets Umatilla County policy, legal requirements or other needs of the County. A Director may not approve any request to use AI when the use will involve entering propriety or confidential Umatilla County data without review by County Counsel.

All AI chatbot-generated content must be properly cited as "AI chatbot-generated content" when used as a source.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify actual information generated by the chatbot, that information cannot be used for work purposes.

AUTHORIZED USE OF GENERATIVE AI

The use of county GenAI systems by county employees shall be limited to official work-related purposes, and employees shall only access and use GenAI systems for which they have been authorized.

Authorized AI-generated uses include general knowledge questions meant to enhance your understanding on a work-related topic; to brainstorm ideas related to projects you are working on; to create formulas for Excel spreadsheets or similar programs; to develop or debug code (to be verified before use); to draft an email or letter, to summarize online research or to create outlines for projects.

Employees must always comply with Oregon's record retention and public records laws, and any Umatilla County policy relating to the retention or destruction of public records.

AUTHORIZED AI PLATFORMS

Only platforms approved by the Administrative Services Department are permitted. Use of any other AI applications is strictly prohibited. To request approval for an additional AI platform, Addendum A should be used. Currently, the approved platforms for county employees use are:

- Google Gemini via the County's Google Workspace System. Use of a personal Gemini account is forbidden.
- Google Notebook LM via the County's Google Workspace System. Use of a personal Notebook LM account is forbidden.

PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential security information, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly accessible. Employees should instead use generic unidentifiable inputs, such as "person," and hypothetical scenarios whenever possible.

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards.

PROHIBITED USE

Inputting data or information into an AI chatbot that discloses legally protected privacy interests, confidential or proprietary information of Umatilla County, its employees, or clients.

ETHICAL USE

Employees must use generative AI chatbots in accordance with all Umatilla County policies and values. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or Umatilla County. Such misuse will result in discipline, up to and including termination of employment.

MONITORING

All Umatilla County policies relating to computer usage, mobile devices and the like apply when using AI chatbots on work time, regardless of whether the equipment is owned or provided by Umatilla County.

Board of Commissioners
Celinda A. Timmons, Chair

Date Adopted