

## Acceptable Use of Artificial Intelligence

Approved: November 14, 2024  
Resolution No. 24-106

- A. Overview. Ogemaw County recognizes the use of artificial intelligence (AI) sources to quickly gather information and provide solutions. However, there are also risks in using AI. To protect the County's confidential information and the integrity of operations, basic ground rules established through this policy shall regulate the use of AI in the County workplace.
- B. Purpose. The purpose of this policy is to protect the legitimate business interests of the County while allowing employees to use new technology. While use of AI is not prohibited, information technology users are cautioned against entering confidential information into AI software and to always review results for accuracy and completeness. AI can be used for research and development purposes, but AI results should not be used as a final work product and should not be relied upon as the sole means for making decisions.
- C. Scope. This policy applies to the use of any third-party or publicly available GenAI tools, including ChatGPT, Google Bard, DALL-E, Midjourney, and other similar applications that mimic human intelligence to generate answers, work product, or perform certain tasks.
- D. Use of AI.
1. Understand that GenAI tools may be useful but are not a substitute for human judgment and creativity.
  2. Do not use GenAI tools to make or assist with employment decisions about applicants or employees including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
  3. Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person into any GenAI tool.
  4. Do not represent work generated by a GenAI tool as being original work.
  5. Employees shall inform their supervisors when a GenAI tool has been used to help perform a task.
- E. Confidential Data. Employees shall not upload, share, or otherwise disclose any confidential, proprietary, or protected data. Once such information is disclosed, it is impossible to "undo" the damage. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked confidential, sensitive, or proprietary, or any other nonpublic information that might be harmful if disclosed.

F. Evaluation of AI Tools. The use of AI results can produce out of date, copyrighted, or false information. Employees should evaluate the utility, security, and reputation of the AI tool before using it. Employees shall verify that any response from a GenAI tool is accurate, appropriate, unbiased, not a violation of any other individual or entity's intellectual property or privacy, and consistent with Ogemaw County policies and applicable laws

G. Policy Compliance.

1. Compliance Measurement. The Information Technology department will verify compliance to this policy through various methods, including but not limited to network monitoring, business tool reports, internal and external audits, and inspection, and will provide feedback to employees and supervisors as appropriate.
2. Exceptions. Any exception to this policy must be approved by the Information Technology department in advance.
3. Non-Compliance. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
4. Related Standards, Policies, and Processes. Consult the following policies for details on protecting information and acceptable use of the Ogemaw County IT network:
  - 213 Use of Social Media
  - 214 Confidential Information
  - 401 Information Technology Resources
  - 402 Website Links
  - 403 Data Privacy