

Utah County

Employee Policy for the Acceptable Use of Artificial Intelligence (AI)

Adopted 10th day of April 2024

1. Introduction

This Policy provides definitions and guidelines for responsible and ethical use of Artificial Intelligence (AI) tools by Utah County employees.

2. Purpose

The purpose of this policy is to address risks and responsibilities associated with utilizing AI in a government organization. It aims to establish guidelines that protect both employees and members of the public whose records and Personal Identifying Information are under County control.

3. Definitions

3.1. Artificial intelligence means:

Any artificial system (1) that performs tasks under varying and unpredictable circumstances without significant human oversight, or that can learn from experience and improve performance when exposed to data sets; (2) developed in computer software, physical hardware, or other context that solves tasks requiring human-like perception, cognition, planning, learning, communication, or physical action; (3) designed to think or act like a human, including cognitive architectures and neural networks; or (4) designed to act rationally, including an intelligent software agent or embodied robot that achieves goals using perception, planning, reasoning, learning, communicating, decision making, and acting. A set of techniques, including machine learning, that is designed to approximate a cognitive task.

3.2. The following is a non-exhaustive list of commercially available AI driven applications to provide examples of the AI applications for which this policy will apply. Employees are responsible for the proper use of any AI application defined by this policy or similar to the applications listed below:

- Content creation (ChatGPT, Google BARD, Bing Chat, Copy.ai, Jasper, Surfer)
- Text enhancement (Grammarly, Wordtune, Hemingway)
- Image generation (Adobe, neural.love, Stable Diffusion, DALL-E 2, Illustroke)
- Note-taking (Mem)
- Video creation (Fliki, Synthesia, Lumen5)
- Audio creation (Sounddraw)
- Logo Creation (Looka)
- Transcription (Otter)
- Slide decks and presentations (Beautiful.ai)

- Research (genei)
- Automation (Zapier's OpenAI integration)

3.3. Personal Identifying Information (PII) includes:

- 3.3.1. name;
- 3.3.2. birth date;
- 3.3.3. address;
- 3.3.4. telephone number;
- 3.3.5. driver license number;
- 3.3.6. social security number;
- 3.3.7. place of employment;
- 3.3.8. employee identification numbers or other personal identification numbers;
- 3.3.9. mother's maiden name;
- 3.3.10. electronic identification numbers;
- 3.3.11. electronic signatures;
- 3.3.12. any other numbers or information that can be used to access a person's financial resources or medical information;
- 3.3.13. a photograph or any other realistic likeness;
- 3.3.14. medical or disability information that could be reasonably anticipated to identify the individual or violate other privacy laws.

4. Prohibited Use

- 4.1. Employees and departments are prohibited from inputting data containing confidential information or PII into an application that utilizes AI.
- 4.2. The procurement and use of any AI tool or software for official County business that utilizes or includes PII or confidential information must have prior written approval of the Director, Associate Director, or Operation Manager of the Information Systems Department.

5. Accountability

- 5.1. Employees using content generated through AI applications are personally accountable for any inaccuracies, biases, incompleteness, or infringement of intellectual property.

6. Compliance and Consequences

- 6.1. The County's response to policy violations will follow established procedures, which may include investigations, corrective actions, and potential disciplinary measures.