DATE SUBMITTED   10/30/2024

SUBMITTED BY   R. ALEJANDRO ESTRADA

DATE ACTION REQUIRED   11/6/24

COUNCIL ACTION   ( )
PUBLIC HEARING REQUIRED   ( )
RESOLUTION   ( )
ORDINANCE 1ST READING   ( )
ORDINANCE 2ND READING   ( )
CITY CLERK'S INITIALS   ( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. APPROVE AND ADOPTION OF THE CITY OF IMPERIAL GENERATIVE ARTIFICIAL INTELLIGENCE POLICY.

DEPARTMENT INVOLVED: DEPARTMENT OF INNOVATION & TECHNOLOGY

BACKGROUND/SUMMARY:

Generative artificial intelligence (AI) systems have become extremely popular and prevalent in a very short amount of time. There is likely interest in using such systems to conduct City business. The field is emergent and rapidly evolving, and the potential policy impacts and risks to the City are not fully understood. Therefore, the use of generative AI systems with the City of Imperial can have unanticipated and unmitigated effects. This Policy is intended to minimize issues that may arise from using this technology while additional research and analysis is conducted.

FISCAL IMPACT:

There is no fiscal impact for this request.

FINANCE INITIALS   JMS

STAFF RECOMMENDATION:

It is staffs recommendation to approve the Generative artificial intelligence Policy .

DEPT. INITIALS

MANAGER'S RECOMMENDATION:

approve

CITY MANAGER's INITIALS   OHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED   ( )   REJECTED   ( )
DISAPPROVED   ( )   DEFERRED   ( )

REFERRED TO:

POLICY NAME: Use of Generative Artificial Intelligence Policy	AUTHORITY: City of Imperial
APPLICATION: All Employees	DATE APPROVED: Pending CC Approval City Council Agenda Item – 11/06/2024

CITY OF IMPERIAL
USE OF GENERATIVE
ARTIFICIAL INTELLIGENCE POLICY

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CITY OF IMPERIAL
USE OF GENERATIVE
ARTIFICIAL INTELLIGENCE POLICY

I. SCOPE

All departments in the City of Imperial.

II. IMPACT STATEMENT

Generative artificial intelligence (AI) systems have become extremely popular and prevalent in a very short amount of time. There is likely interest in using such systems to conduct City business. The field is emergent and rapidly evolving, and the potential policy impacts and risks to the City are not fully understood. Therefore, the use of generative AI systems with the City of Imperial can have unanticipated and unmitigated effects. This Policy is intended to minimize issues that may arise from using this technology while additional research and analysis is conducted.

III. BACKGROUND AND DEFINITIONS

Generative AI refers to a class of AI systems capable of generating content, such as text, images, video, or audio, based on input data rather than simply analyzing or acting on existing data. Popular generative AI systems include GPT-3 and GPT-4/ChatGPT, Dall-E, and Lensa AI, among many others.

Generative AI technology is rapidly being incorporated into common online tools, such as search engines.

These systems have the potential to support many City business functions and services. However, their use also raises important questions, particularly around sourcing training data, ensuring proper attribution of generated content, and handling sensitive or public data.

Further research into this technology may uncover issues that require more restrictions on its use. Employees are strongly advised not to invest heavily in using this technology or use it to support critical processes.

IV. POLICY

A. Acquisition or Use

All software services, even free or part of a pilot or proof-of-concept project, must be acquired via Imperial IT's acquisition processes to ensure the Software receives all necessary reviews and considerations. This requirement applies to downloadable Software, Software as a Service, web-based services, browser plug-ins, and smartphone apps.

1. In the case of an employee wishes to create an account with a generative AI service or otherwise use generative AI systems to perform functions related to City business, the employee must submit a Service Desk purchase request for AI Software, specify the AI service, and describe how it will be used, and obtain departmental approval.

2. Generative AI technology incorporated into existing services and products, such as internet search engines, does not require permission to use. However, at this time, you may require approval to ensure compliance.

B. Intellectual Property

Content produced by generative AI systems may include copyrighted material. AI systems may be "trained" using data (text, images, etc.) that has been sourced from the internet without regard for copyright or licensing terms. It is extremely difficult to determine what content was used to train an AI system and difficult to verify whether AI-generated content is wholly original or only a slight stylization of existing copyrighted material. Nevertheless, City employees must perform due diligence to ensure that the City publishes no copyrighted material without proper attribution or obtaining proper rights.

C. Attribution and Accountability

The audiences should know when AI has produced content as a whole or in part. If a City employee uses AI-generated content in an official City capacity, the content shall be clearly labeled as having been produced using generative AI tools. Employees should also consider including information about how the material was reviewed and edited and by whom. This allows content consumers to understand its authorship and evaluate the content accordingly.

D. Reduce Bias and Harm

AI systems can reflect the cultural, economic, and social biases of the source materials used for training, and the algorithms used to parse and process that content can also be a source of bias. Employees shall carefully review AI-generated content to ensure that unintended or undesirable instances of prejudice or potentially offensive or harmful material are changed or removed.

E. Data Privacy

City employees shall not submit any sensitive, confidential, or regulated data, or any personally identifiable data about members of the public, to a generative AI system.

F. Public Records

Employees should be aware that using a generative AI system may create a public record that must be retained under the California Public Records Act. *The City Clerk's Office and the Public Information Officer can be a resource to provide further guidance.*

V. NEXT STEPS AND ACTIONS

The Department of Innovation and Technology will work with internal and external stakeholder groups to research the policy implications for government use of generative AI. In the meantime, this Policy outlines the preliminary considerations and guidelines that City employees are required to follow when working with generative AI services in a City context.

The Director of Innovation & Technology will enforce this policy. Non-compliance may result in action, access restriction, or disciplinary actions up to and including termination of employment.

VI. EFFECTIVE DATE

This Policy will be valid upon adoption by the City Council.

CITY OF IMPERIAL
USE OF GENERATIVE
ARTIFICIAL INTELLIGENCE POLICY

APPENDIX A

EMPLOYEE ACKNOWLEDGMENT OF

RECEIPT OF USE OF GENERATIVE ARTIFICIAL INTELLIGENCE POLICY

If you have additional questions about this policy, please contact Human Resources before signing the following agreement.

I have read the City of Imperial's policy on the use of Generative Artificial Intelligence and agree to abide by it. I understand that violation of any of the above policies may result in discipline, up to and including termination.

PRINT FULL NAME: _____

SIGNATURE: _____

DATE: _____

(RETAIN IN EMPLOYEE PERSONNEL FILE)