

SECTION XI: TECHNOLOGY USE POLICY – ARTIFICIAL INTELLIGENCE (AI)

1. **GENERAL POLICY** – Huntington City allows the use of Artificial Intelligence (AI) tools to support efficiency and improve the quality of work. Employees are expected to use AI responsibly, ethically, and in a manner consistent with City policies, professional standards, and applicable laws.
2. **APPROPRIATE USES** – Employees may use AI tools for routine, non-sensitive tasks such as drafting letters, notices, reports, or summaries; brainstorming ideas; improving clarity of written materials; creating templates; researching general information; and enhancing efficiency in administrative tasks. All AI-generated content must be reviewed and edited by a City employee before it is used.
3. **PROHIBITED USES** – Employees may not use AI tools to enter or upload confidential, sensitive, or protected information. This includes personal identifying information, personnel records, financial or billing information, non-public legal documents, and law enforcement or investigative information. AI tools may not be used to make final decisions affecting residents' rights, benefits, or obligations; to draft or interpret legal opinions without review by the City Attorney; or to create misleading, discriminatory, or inappropriate content. AI use must comply with all state and federal laws, including the Government Records Access and Management Act (GRAMA).
4. **HUMAN OVERSIGHT** – Employees remain fully responsible for the accuracy and appropriateness of any work that AI assists with. AI tools may support work, but they do not replace professional judgment. Employees must verify accuracy, ensure compliance with City policy, and correct any errors or misleading information before using AI-assisted content.
5. **PRIVACY AND DATA SECURITY** – Employees must avoid entering confidential or sensitive information into AI tools and must use only City-approved AI platforms. All cybersecurity and data retention policies must be followed. AI tools may not be used to store or archive City records.
6. **PUBLIC RECORDS** – AI-generated content used in City business may be considered a public record. Employees must save final versions of AI-assisted documents in the City's official recordkeeping system in accordance with GRAMA and City policy.
7. **ACCOUNTABILITY** – Failure to follow this policy may result in loss of access to AI tools, corrective action under City personnel policies, or referral to the City Attorney if legal concerns arise.
8. **POLICY REVIEW** – This policy will be reviewed annually and updated as needed to reflect changes in technology, law, and City operations.