

City of Henderson AI Guidelines

Purpose

The purpose of this document is to set forth guidelines for the use of publicly available Generative Artificial Intelligence (Generative AI) software. As artificial intelligence technology continues to evolve, the Department of Information Technology will collaboratively develop policy regarding the acquisition, development, and use of the tool. In the meantime, City employees should follow these guidelines when accessing and utilizing any existing, publicly available Generative AI system. Ultimately, when using these systems, the employee is responsible for any material created with AI support.

Definition

Generative AI technologies have the capacity to create novel variations of content, tactics, designs, and approaches by acquiring knowledge from extensive collections of original source material. ChatGPT is a well-known example, but many other tools exist, including those for developing images and music.

Guidelines

1. Any information entered into or any output created by Generative AI systems could be subject to a public records request. Employees should not submit data that is personal, classified, confidential, protected, or otherwise not considered to be acceptable for disclosure to the public.
2. All outputs of Generative AI systems should be carefully reviewed and fact-checked by a human prior to use in any context. There is no guarantee of accuracy, and material may be inaccurate, outdated, biased, and even fictional.
3. All text, images, videos, code, or other output generated by AI should include an attribution to the AI system as well as to the human/department reviewer.
4. Employees should not mix personal accounts and those used for City-related tasks to ensure public records are kept separate from personal records.
5. The City does not have agreements with any generative AI providers. Therefore, there are no contractual security, privacy, or compliance guardrails in place when using AI technologies.
6. All existing policies and technology directives apply, regardless of the technology application used.

7. Don't be the reason we have to make rules.

As your trusted technology advisor, DoIT is available for consultation prior to your engagement with an AI provider.