

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: Artificial Intelligence (AI) Policy

Date Adopted:

File 1.14
Number

PURPOSE

The purpose of this policy is to define the scope in which Artificial Intelligence (AI) may be utilized by City of Eureka employees. AI is an evolving technology and, while it may be used to perform a variety of functions and/or tasks, it is essential that this policy be followed to ensure compliance with existing laws, regulations, and policies related to data protections and proper usage.

ASSIGNED RESPONSIBILITY

This policy applies to all City employees, contractors, and any other third-party individuals or entities who have access to AI technologies or are involved in using AI tools or platforms on behalf of the City of Eureka. The following are the fundamental rules of this policy:

1. Never submit personal or confidential information.
2. Review, revise, test, and fact-check all output.
3. Be transparent when AI has significantly contributed to the content and/or structure of work or used for research and analysis.

MAINTENANCE

This Policy is subject to review at least annually by City Administration.

DEFINITIONS

Artificial Intelligence (AI): Artificial intelligence is the simulation of human intelligence processes by machines, especially computer systems that are used to perform tasks that could act and learn in such a way that could replace human intelligence. AI is an evolving field that includes several specialized subsets:

- A. **Machine Learning (ML):** A subset of AI and computer science which focuses on the use of data and algorithms to imitate the way that humans learn, and gradually improving its accuracy and performance based on the data it consumes.

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- B. **Limited Memory AI:** A form of AI that mimics the human brain's ability to retain information and learn from past experiences. Today, many employees interact with a subset of Limited Memory AI. These products include but are not limited to ChatGPT by OpenAI, Claude by Anthropic and Gemini by Google which are defined as:
- a. **Generative AI:** A technology that can create content, including text, images, audio, or video, when prompted by a user. Generative AI systems learn patterns and relationships from massive amounts of data, which enables them to generate new content that may be similar to the original data. The systems generally require a user to submit prompts that guide the generation of new content.
- C. **Agentic AI:** AI systems that are semi- or fully autonomous and thus able to perceive, reason, and act on their own. Different from the now familiar chatbots that field questions and solve problems, this emerging class of AI integrates with other software systems to complete tasks independently or with minimal human supervision.

POLICY

1. Introduction

This policy encompasses the use of all AI technologies, with a particular focus on Limited Memory AI technologies, such as Generative AI. Tasks Generative AI may assist with include creating or editing emails, spreadsheet calculations, document sorting, coding development, reports, and summaries. Risks include uncertainty about ownership of content, security and privacy concerns regarding proprietary information, and the potential for inaccurate, outdated, or fabricated content.

2. Roles and Responsibilities

- **User Responsibilities:** All workforce members authorized to access IT resources must review this policy to understand risks and use AI in a safe, secure, and compliant manner.
- **Department Directors:** Responsible for enforcing this policy, ensuring users receive education before use, determining how AI should be utilized within their department.

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3. Limited Use

Use of AI technology while performing work for the City of Eureka must be limited. No confidential, restricted, personal, proprietary, or protected data may be shared with these platforms without a due diligence and compliance review, including review by the City Attorney. AI generated content must be reviewed for accuracy as it may include "hallucinations" or copyrighted material. AI shall not be used for obtaining legal or professional advice requiring licensure, or to create work product requiring a professional license (e.g., legal, engineering, surveying).

4. Bias and Discrimination

AI technologies may produce biased or discriminatory results. AI should only be used as part of information gathering or fine-tuning verbiage where the final decision is left to a human being.

5. Ethical Use

Employees must ensure the security of sensitive information and treat AI prompts as if they were publicly visible online and subject to the California Public Records Act. AI shall not be used to create inappropriate, malicious, or discriminatory content, or used in a manner that violates existing policies, rules, or ordinances.

6. Transparency

The use of AI systems should be explainable. Users must indicate when AI significantly contributed to a work product. AI *has* significantly contributed if it was used for:

1. Original content
2. Structure or framework
3. Research & Analysis, including AI summaries

AI *has not* significantly contributed if it was used for:

1. Tone & style
2. Grammar & syntax
3. Formatting

Appendix:

A. Generative AI Do's and Don'ts Guidelines