

TOWN OF CLINTON

ARTIFICIAL INTELLIGENCE POLICY

1. **Purpose** - The Town of Clinton adopts this policy regarding Artificial Intelligence (AI) to enhance research, drafting, and operational efficiency. This policy ensures AI is used responsibly to improve service delivery while maintaining public trust.

The use of AI in local government has potential benefits:

- a. Ability to analyze large amounts of information, identify patterns, answer questions, make recommendations, and summarize findings.
- b. Reduce time spent on regular tasks, including creating documents such as memos, emails, job descriptions, and reports, and assist with rapid knowledge acquisition.
- c. Improved decision-making by discovering and exploring scenarios, evaluating options, and analyzing relevant data.
- d. Assist in developing new content, such as policies and procedures, website content, and social media posts, including rewording and improving grammar.

This policy provides rules and guidance for Town of Clinton officials, board members, and staff to support the responsible use of generative AI tools. The Town of Clinton is committed to encouraging the use of emerging technologies that promote progress and innovation, increase organizational performance and quality service delivery, and serve the public good.

2. Definitions

Artificial Intelligence (AI): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use machine and human-based inputs to perceive real and virtual environments and use model inference to formulate options for information or action.

Personal information: Includes, but is not limited to, any person's name, date of birth, social security number, other unique number identifiers, home or work address, next of kin, other associate's names, phone number, picture, image, or video of a person.

3. **Use in Town Operations** - AI tools may be used by Town officials, board members, and staff for purposes including but not limited to:
 - a. Seeking information and explanations on topics relevant to Town business, including legal requirements, technical concepts, municipal procedures, and the practices of comparable communities;

- b. Drafting correspondence, memoranda, local laws, and resolutions;
- c. Researching policy options, regulatory requirements, and practices of comparable municipalities;
- d. Preparing background materials and analysis for board deliberations;
- e. Reviewing and evaluating work products received from outside professionals, including legal counsel, engineers, and consultants. Officials are encouraged to use AI tools to verify, question, and improve understanding of such work product;
- f. Translating technical or legal language into plain language for public understanding.
- g. The use of AI shall never be utilized for employee performance evaluations, letters of reprimand, or termination letters.

4. Source Materials - When using AI tools to draft or analyze documents, or to seek information that will inform Town decisions or be presented as fact, officials and staff should verify important claims against relevant source materials — including applicable statutes, existing Town code, adopted plans, and actual data — rather than relying solely on the tool’s general knowledge. AI tools can provide useful starting points for understanding a topic, but their responses should be treated with the same healthy skepticism applied to any single source.

5. Accountability - AI-assisted documents should be the product of an iterative process in which the responsible official actively directs the work, makes substantive decisions about content, and engages critically with the tool’s output. Officials presenting work product to the board, and the board in adopting it, shall ensure they understand its content and implications sufficiently to take ownership of it. Work product shall receive professional review commensurate with its content and consequences. These standards apply to all Town work products, whether prepared with the assistance of AI tools, outside professionals, staff, or any combination thereof.

6. Deliberation and Decision-Making - AI tools are used to prepare input for the Town’s decision-making process. All deliberation and decisions of the Town Board occur in public session in accordance with the Open Meetings Law and established governance procedures. The use of AI in preparation does not alter the Town’s decision-making process in any way.

7. Sensitive Information - When working with sensitive or non-public information — including but not limited to resident information that is not public record, matters discussed in executive session, pending litigation, contract negotiations, and personnel matters — officials and staff shall use AI tools provided through the Town’s Google Workspace account. Any AI tool may be used for non-sensitive Town business.

Officials, board members, and staff of the Town of Clinton utilizing AI systems shall:

- a. Ensure that only the most necessary data is used in AI systems and that no personal information of any kind, as defined in this policy, is entered or utilized in any fashion.
- b. Do not enter any propriety information of the Town of Clinton into an AI system.
- c. Do not enter into an AI system:
 - Personal information of any person.
 - Property history information for any location.
 - Personnel or staffing structure.
 - Organizational policies or procedures or any portion thereof.
 - System passwords or software codes.
 - Town logos or insignias.
 - Court records or tax records of any person or property.
- d. Assume that all use of AI tools and content are subject to relevant public records requests and must adhere to the existing Town of Clinton data retention requirements where appropriate

8. Professional Judgment - AI tools do not replace the need for professional expertise where it is required by law, regulation, or prudent practice. Legal advice, engineering certifications, licensed professional opinions, and similar services remain the province of qualified professionals. AI is a complement to professional services, not a substitute for them.

9. Effective Date - This policy shall take effect immediately.