City of Milwaukee

NIST Reference: AC – Access Control AT – Awareness and Training	Implementation Date: Draft	Revision Number: 0.0

Generative AI Policy

Purpose

This Generative AI Policy is intended to promote responsible and ethical usage of AI technologies within the City of Milwaukee. It aims to provide guidelines and principles for the proper and secure application of Generative AI to enhance work efficiency, while mitigating risks and ensuring accountability.

Scope

This policy applies to all employees, contractors, and authorized personnel who may use Generative AI for work purposes within the City of Milwaukee.

Principles for Using Generative AI

Privacy

Users are required to provide information to Generative AI systems that is suitable for public disclosure, safeguarding private or sensitive data to ensure responsible use within the City.

Accuracy

Building and preserving trust with stakeholders requires the thorough review and fact-checking of AI-generated content. Users are encouraged to cross-reference AI-generated information with reliable sources to ensure the accuracy of facts and details.

Transparency

A clear understanding regarding the use of Generative AI in content creation is essential. Users are expected to include proper citations in documents and content to transparently disclose the involvement of Generative AI in their creation.

Equity

It's important to recognize that Generative AI might inherit biases from historical data. Users should actively address and rectify any underlying assumptions that could perpetuate stereotypes.

Accountability

Users are accountable for the content produced by Generative AI within the city. This responsibility involves ensuring that the generated content adheres to established standards, ethical guidelines, and the values of the city. Users must thoroughly review AI-generated output, validate information, and uphold transparency and accountability in all AI-driven processes and outputs.

Introducing Generative AI to Your Work Environment

Public Records Act

Work-related conversations involving the use of AI may be subject to public records requests and must comply with the City's retention policies.

Account Creation

Users should create a dedicated account for work-related Generative AI use to ensure proper record-keeping and avoid mixing personal and work records. This dedicated account should be used exclusively for interactions involving Generative AI in the context of City business.

Terms and Conditions

Users should understand and comply with the terms and conditions of the Generative AI service they choose to use. This involves a careful review of the provider's policies to ensure they align with City standards, guaranteeing the responsible use of AI and data protection.

Data Collection

Users should opt out of data collection when possible to protect privacy. City staff and other authorized users should be aware of the data collection settings provided by the AI service and make informed choices to protect privacy while benefiting from Generative AI technology.

Copyright Verification

Users should verify that content generated by Generative AI does not infringe copyright laws.

Ownership of Generated Content

In most cases, users own the content they input, but they should be cautious as Generative AI companies may retain the right to use the content.

Citing Generative AI

Users should cite Generative AI when a substantial portion of content is derived from it. Citations should include the AI system's name and confirmation of fact-checking.

Recording Usage

Users are required to report their usage of Generative AI to enable tracking of AI utilization in an aggregate manner. Reporting should be done through established channels, providing essential information about the purpose and nature of AI usage, and any notable outcomes or insights gained. This collective data aids in understanding the broader impact and benefits of Generative AI across different city departments and use cases.

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Assessing the Risk

Users are responsible for assessing the risk associated with different Generative AI use cases within the City. This assessment should consider the potential harm that may arise from information breaches and adverse impacts resulting from AI-generated content.

Definitions

Generative AI: Generative AI refers to machine learning systems capable of automatically creating content such as text, audio, or images.

Artificial Intelligence (AI): AI encompasses machines performing tasks that typically require human intelligence. This is the overarching field of technology that includes Generative AI.

Machine Learning: A subset of AI in which computers learn tasks through algorithms by analyzing data and patterns.

Algorithm: Algorithms are sets of instructions, such as mathematical operations or logical rules, that dictate how a machine processes data.

Review and Updates

This policy underscores our commitment to proactively assess and integrate emerging AI technologies into our operations while adhering to ethical standards.

This policy shall be reviewed at least annually by the Information Security team and Management to assess its effectiveness, identify areas for improvement, and ensure alignment with changing security needs and regulatory requirements. Updates shall be made as necessary to maintain a robust and secure environment for the organization's information systems and assets.

Compliance

Any use of these services must adhere to the City's established Acceptable Use Policy and other officially adopted policies. Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

In cases where there are questions or disputes regarding compliance with policies or regulations related to Generative AI usage, the Chief Information Officer (CIO) shall have the final authority to make determinations and decisions.

Revision

Date of Change	Responsible	Summary of Change
November 2023	DOA/ITMD	Draft Created.