

City of Fort Worth Human Resources Department

SUBJECT: Generative Artificial Intelligence (AI) Policy

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Prepared By: Human Resources
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Approved by Human Resources Director:

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Generative Artificial Intelligence (AI) Policy

Purpose

This policy establishes the appropriate and responsible utilization of Generative AI software within the City of Fort Worth. This applies to all employees, contractors, and any other individuals using the City network or electronic communication resources provided by the City. This policy should be applied consistent with the [Electronics Communications Resource Use Policy](#).

Background

Generative AI is a type of electronic or web-based tool that uses Large Language Models (LLMs) to produce content based on inputs, known as prompts, from the user. These tools can generate vast amounts of textual data scraped broadly from the internet as well as information from specific, focused data sets. These tools are not actual “artificial intelligence” per se; rather, they are very sophisticated algorithmic models that predict what the likely language, text, or video that satisfies the prompt should be. Well-known examples include OpenAI’s ChatGPT, Google BARD, Microsoft 365 Copilot, and Dall-E. The City acknowledges the opportunity for a controlled and responsible approach to Generative AI that recognizes the benefits to efficiency while minimizing the risks around AI bias, privacy, and cybersecurity.

Guidelines to follow while using Generative AI for City work:

- **Public Information and Prompts:**
 - All information and any product created by the Generative AI program and included in a City document, should be considered to be a public document, and may be subject to a Public Information Act (PIA) request
 - The information entered into Generative AI systems can be made publicly available and revealed to other users later, which may result in waiving any exemption later to withholding the information under a PIA request.
 - Users shall never input confidential or proprietary information into Generative AI systems.
 - Confidential and proprietary information includes, but is not limited to, third-party intellectual property, copyrights, trademarks, business strategies, financial information, and personal data of employees and/or constituents.

- **Work Output and Accountability:**
 - While Generative AI can assist with generating work output, employees are responsible for the input of information, reviewing and verifying the accuracy, quality, completeness, and appropriateness of the final output.
 - Generative AI should be used as a tool to enhance productivity and efficiency, but employees must exercise their professional judgment and expertise in validating and refining the work output.
 - Employees must ensure that the work output aligns with City of Fort Worth Personnel Rules and Regulations, Administrative Regulations, and legal requirements.
 - Generative AI cannot be relied upon to make critical decisions or provide professional advice.
 - Except in cooperation with the City’s Records and Information Management (RIM) Office, Generative AI should not become a vehicle for maintaining information or data. The information and data is to be retained in accordance with any requirements established under the City’s Records Retention Schedule.

- **Privacy and Security:**
 - Employees must maintain the confidentiality and security of City information, adhering to all relevant policies, administrative regulations, contracts, and legal obligations. This includes any text, photos, videos, voice recordings, contracts, agreements, personnel records, or other sensitive documents.
 - Generative AI usage should comply with all City policies and standards regarding information security, including password protection, data encryption, and secure communication channels.
 - Responses provided by Generative AI are based on patterns learned from accumulated data, which may reflect biases or factual errors and should be reviewed for accuracy and completeness before being used by the employee for any purpose related to City operations.

- **Disclosure and Citation of Generative AI Use**
 - Employees shall disclose to their immediate supervisor before Generative AI may be used by an employee for any purpose related to City business, including as a part of a creative, data analysis, or decision-making process, and the employee must provide the specific tool used (i.e. Open AI, Good Bard, ChatGPT, etc.).
 - The Supervisor shall review all input and output created by AI technology for inaccuracies and misinformation.
 - When Generative AI is used to provide language for use in a document created by an employee, the use of Generative AI will be disclosed and cited as a footnote, endnote, header, or footer to the document. Citations for text-generated content must include the following:
 - Name of Generative AI system used (i.e. ChatGPT, Google Bard, etc.)
 - Example: “This text was summarized using Good Bard”
 - Example: “This description was generated by ChatGPT-4 and edited by John Smith”
 - Employees are ultimately responsible for their work product and proper research and fact-check is key to generating responsible, accurate output. Failure to disclose or properly research work output may result in disciplinary action up to and including termination.



By adhering to this policy, employees contribute to the responsible and effective utilization of Generative AI, protecting the City's interests, privacy, security and quality of work produced by City employees.

Individual City departments may implement additional restrictions, limitations, and other requirements for employees in that department must follow in using any type of Generative AI. The requirements of a department's policy cannot be less restrictive than what is contained in this policy.

Violations of this policy, or a Generative AI policy implemented by a City department, may lead to disciplinary action, up to and including termination.

Please note that Human Resources may modify this policy at any time, without notice.