

4.23 GENERATIVE ARTIFICIAL INTELLIGENCE (GAI) POLICY

A. Purpose

The Board of Stark County Commissioners recognizes the potential of Generative Artificial Intelligence (GAI) to enhance productivity, streamline operations and foster innovation in county operations. The purpose of this policy is to provide general guidance on the use of GAI technologies by departments and agencies operating under the hiring authority of the Board of Stark County Commissioners. This policy is not intended to address every use of GAI in the workplace.

B. Definition of Generative Artificial Intelligence (GAI)

Generative Artificial Intelligence (GAI) is a subset of artificial intelligence (AI) that refers to deep-learning models that can generate high-quality text, images, audio, video and other content based on patterns learned from existing data. GAI algorithms create outputs that mimic human-like creativity and decision-making processes.

Examples of GAI interfaces include but are not limited to: ChatGPT (OpenAI); Copilot (Microsoft); Gemini (Google); and Grok (xAI)

C. Subject Matter Expertise

1. Subject Matter Expertise

Employees are generally authorized to utilize GAI interfaces for purposes consistent with their job duties and responsibilities provided the following guidelines are adhered to:

- a. *Employees using a GAI system must have expertise in the subject matter for which the GAI is used.* GAI is to be utilized as a tool and not a substitute for expertise.
- b. All GAI generated content (writing, datasets, graphs, pictures, etc.) must be thoroughly reviewed by an individual with subject matter expertise to evaluate for accuracy. GAI created content should be used as a starting point, not as the finished product.
- c. Employees are responsible for the accuracy and appropriateness of GAI-generated content they use or share.

D. Acceptable and Prohibited Uses of GAI

1. Acceptable Uses of GAI

The following are examples of acceptable uses of GAI. This is not intended to be an exhaustive list.

- a. Automating routine administrative tasks to improve efficiency;
- b. Generating first drafts of policies, reports, emails, social media posts, etc.;
- c. Idea generation and brainstorming;
- d. Creating customized training materials;
- e. Enhancing data analysis;
- f. Assist developers with code generation;
- g. Improving constituent services through the use of chatbots or digital assistants; and
- h. Assisting in fraud detection or eligibility reviews for county-administered programs.



2. Prohibited Uses of GAI

The following are examples of prohibited uses of GAI. This is not intended to be an exhaustive list.

- a. Legal advice;
- b. Performance Reviews or assessment of employee performance;
- c. Making final employment decisions (e.g., hiring or terminating) without human oversight;
- d. Approving or denying services or benefits solely based on AI-generated decisions;
- e. Entering sensitive information about an individual into any GAI system;
- f. Misrepresenting GAI-generated work as your own.

E. Data Privacy and Security

Any GAI conversations, including transcripts, outputs, and related data may need to be retained in accordance with any applicable public records policies (e.g., Ohio's Sunshine Laws) and/or applicable retention schedules. Employees should not enter in any confidential or personally identifiable information about any individual into a GAI system.

F. Copyright or Theft Concerns

Employees should be aware that information generated from a GAI platform could contain copyrighted data or data from other protected sources. Employees should not pass off any information as their own without double-checking sources. GAI platforms should be used for generating ideas, not for replacing content creations.

G. Policy Review and Updates

This policy shall be reviewed annually or as-needed to address advancements in GAI technology, changes in legal requirements, or operational needs. Updates shall be approved by the Board of Stark County Commissioners.

H. Compliance

Violation of this policy could result in disciplinary action up to and including termination. Employees should report any potential violations to their immediate supervisor or the Department of Human Resources.

