

ARTIFICIAL INTELLIGENCE (AI) (424)

The purpose of the policy is to aid employees in understanding the guidelines for the acceptable use of artificial intelligence (AI) in the workplace.

Scope: This policy covers the use of AI tools on Kootenai County devices, by Kootenai County employees, using Kootenai County data.

For the purposes of this policy, AI includes, but is not limited to, the following tools:

- Generative models such as ChatGPT, Scribe, Google Gemini, Pi, Claude;
- Image and video creation services like DALL-E2 and MidJourney;
- Deepfake generators;
- Code verification tools;
- AI Recruitment software;

*The rapidly changing nature of AI will necessitate frequent updates to our policy. Please note that if you are considering using AI technology in the workplace, and it is not explicitly referenced in this policy, it is still your responsibility to alert your supervisor to your intentions and to obtain written or email permission from your supervisor and the IT Department prior to implementing your idea.

Agency Device: Any computer, smart phone, tablet, or other device owned by Kootenai County assigned to a Kootenai County employee, which can access AI technology and tools.

Agency Data: Any data any employee has access to by virtue of their employment with Kootenai County. Transferring or accessing agency data through a private device to circumvent accessing AI tools through an agency device is strictly prohibited.

Guidelines

This policy applies to all staff who desire to utilize AI technology to assist them in fulfilling their job functions. All employees of Kootenai County are expected to interact with generative AI technologies in a responsible and ethical manner. This encompasses safeguarding privacy and personal data, using the technology for lawful and beneficial purposes, abstaining from deceptive or harmful applications, and fostering transparency and comprehension regarding the technology's capabilities and constraints.

You may not enter any agency data into any generative AI tool or service without first obtaining written or email permission from your supervisor.

Do not download, install, or access any AI tool, website, or application from an agency device without first receiving written or email permission from your supervisor and the IT Department.

If you become aware of any suspected misuse or violation of this policy—including unethical use, unauthorized data sharing, breaches of confidentiality, or a security bypass—you should report it to your supervisor immediately.

If you receive written or email approval to use an AI tool to assist you in your work responsibilities, the following will apply to its use:

- AI should never be used to replace the judgment and decision making of an employee.
- Your use of any AI technology is subject to all Kootenai County policies and procedures which are currently in effect, including Kootenai County Personnel Policy.
- PII (Personal Identifiable Information) and/or confidential information should never be uploaded into any AI tool. Kootenai County reserves the right to develop a labeling system which may further delineate categories of sensitive, confidential, and/or personal identifiable information to assist in determining what can and cannot be entered into specific AI tools.
- You may not use AI technology for discrimination, harassment, misrepresentation, illegal activities, privacy violations, or in any way that interferes with the operations of Kootenai County.
- AI technology may not be used to impersonate other individuals.
- AI technology may not be used to assist in any employment decision (e.g. any decision relating to the hiring, conditions of employment, wages, disciplinary control, or termination of an employee) unless the technology has been reviewed and approved in writing or by email by the HR Department.
- You are responsible for any AI generated work product you elect to use or generate. You must still make any discretionary decisions necessary in the performance of your job duties. When using AI generated content, you must verify the information generated and thoughtfully review all AI generated work product for appropriateness. It is important to remember that AI technology can provide inaccurate, unreliable, or incomplete information.
- You must disclose that the content was created with AI, which can be accomplished with a label or disclaimer.

Examples:

"This content was generated with the aid of ChatGPT and subsequently revised by Sarah Jones."

"This text was summarized for clarity using Google Gemini."

Use Caution

Artificial Intelligence is a new technology and should be used with caution. There are many examples of AI technology providing inaccurate or incomplete information. The use of AI technology cannot replace the personal accountability and decision making of employees in the workplace. Kootenai County IT is currently monitoring AI developments, and the policy will continue to evolve as AI technology develops.

Remember that Kootenai County, by virtue of being a government agency, has access to sensitive and confidential information that may not otherwise be publicly available. Kootenai County and Kootenai County's employees have a duty to safeguard that information, in compliance with applicable state and federal privacy and security laws.

Ask Before You Act

If you have any questions or concerns regarding the use or potential use of AI technology in the workplace and whether a contemplated action would be a violation of this policy, consult with your supervisor.

We Want to Hear from You!

Do you have an idea for Using AI in the Workplace? HR and IT would like to hear from you. While Kootenai County requires employees to be aware of the risks of using AI in the workplace, we also want to foster a workplace environment that is innovative and efficient. If you see an opportunity to use AI technologies to assist in the workplace, we strongly encourage you to propose your idea to your direct supervisor and/or HR and IT.

Failure to abide by the terms of this policy will result in discipline, up to and including termination.

Disclaimer: Nothing in this policy is designed or intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or any other rights protected by state or federal law.



Bruce E. Mattare, Commissioner - Signed 7/8/2025



Marc Eberlein, Commissioner - Signed 7/8/2025



Leslie Duncan, Commissioner - Signed 7/8/2025