

CITY OF SHELBYVILLE INFORMATION TECHNOLOGY DEPARTMENT	POLICY NUMBER: ITD-6
SUBJECT: AI USAGE POLICY	DISTRIBUTION DATE: 4/26/2024
	EFFECTIVE DATE: 4/11/2024
ISSUING AUTHORITY: Director of Information Technology	EXPIRATION: UNTIL RESCINDED

PURPOSE

The purpose of this policy is to ensure that all employees use AI tools in a secure, responsible, and confidential manner. The policy outlines the requirements that employees must follow when using AI tools, including the evaluation of security risks and the protection of confidential data.

SCOPE

This policy applies to the use of any third-party or publicly available AI tools, including but not limited to; ChatGPT, Google Bard, DALL-E, Midjourney, and other similar applications that mimic human intelligence to generate answers, work product, or perform certain tasks.

POLICY

1. Generally

The City of Shelbyville recognizes that the use of AI tools can pose risks to our operations and citizens. Therefore, we are committed to protecting the confidentiality, integrity, and availability of all company and citizen data. This policy requires all employees to use AI tools in a manner consistent with the following best practices.

- a. **Evaluation of AI tools:** The IT Department must evaluate the security of any AI tool before it can be used. This includes reviewing the tool's security features, terms of service, and privacy policy, and must also check the reputation of the tool developer and any third-party services used by the tool.
- b. **Protection of confidential data:** Employees must not upload or share any data that is confidential, proprietary, or protected by regulation.



- c. **Access control:** Employees must not give access to AI tools outside the City without prior approval from the IT department and Department manager and subsequent processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.
 - d. **Compliance with security policies:** Employees must apply the same security best practices we use for all City and citizen data. This includes using strong passwords, keeping software up-to-date, and following our data retention and disposal policies.
- 2. Acceptable Use
 - a. No AI tool may be used by any employee that is not on the Approved AI Tool list. This list is provided and maintained by the IT Department.
 - b. AI tools may only be used for authorized business purposes and in accordance with applicable laws, regulations, and City policies.
 - c. Employees must adhere to licensing agreements, copyright laws, and terms of service of any approved tools.
 - d. Employees must report any suspected security breaches, misuse, or unauthorized access of AI tools to the IT Department & their department head.
- 3. Compliance and Violations
 - a. Regular audits and monitoring may be conducted to ensure compliance with this policy.
 - b. Violating this policy may result in disciplinary action, up to and including immediate termination, and could result in legal action, in accordance with the Cities established policies.
- 4. Review and Revision
 - a. This policy will be reviewed annually to ensure that it remains current and effective. Any revisions to the policy will be communicated to all employees.



DEFINITIONS

AI Tool: An AI tool is a software application that uses artificial intelligence algorithms to perform specific tasks and solve problems.

Third-Party: Any person or software not employed by or directly made for the City of Shelbyville.

CONTACT

Questions should be directed to email at kade.stier@shelbyvilletn.org, or by mailing them to Director, Information Technology Department, 201 N Spring St, Shelbyville, TN 37160.

REFERENCES

- Center for Internet Security Critical Security Controls 1, 2, 3, 11
- NIST Cyber Security Framework ID.AM-1, ID.AM-2, ID.AM-5, PR.DS-3
- NIST Special Publications 800-53 Rev5, *Recommended Security Controls for Federal Information Systems and Organizations*: CM-8, CM-9, PM-5
- *Shelbyville Government Information Classification Policy*

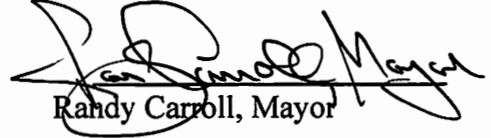
REVISION HISTORY

REVISION	APPROVAL DATE	CHANGES
1.0	4/11/2024	First released version



**APPROVED BY THE SHELBYVILLE CITY COUNCIL IN REGULAR SESSION ON APRIL
11, 2024.**

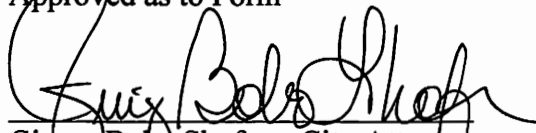
APPROVED:


Randy Carroll, Mayor

ATTEST:


Lisa Smith, City Recorder

Approved as to Form


Ginger Bobo Shofner, City Attorney