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MEMO

TO: Cass County Commission  
FROM: Bob Henderson, IT Director  
DATE: 6/25/24  
SUBJECT: Artificial Intelligence Policy

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Commissioners:

In an effort to provide access to modern tools within Cass County Government in a secure, accessible, and policy-driven model, the attached Artificial Intelligence policy has been created and submitted to you for approval.

The policy as presented is **not** designed to limit access to any Artificial Intelligence applications that are either currently being utilized by the County and its employees, or those that may be utilized in the future. Instead, it is focused on providing a standard framework of expectations, methodologies, and delivery requirements. With this framework in place, we now have a method to evaluate potential implementations to make sure they align with the County's goals and procedures.

Due to the rapid rate of development in this space, this policy may require frequent revisiting and adjustments. The policy is designed to support this.

This policy has been reviewed by the Personnel Overview Committee, and based on that group's recommendation has moved to Commission for approval.

This policy is designed to align with Presidential Executive Order 14110, as well as aligning with the North Dakota Information Technology Artificial Intelligence policy.

**SUGGESTED MOTION:**

**Adopt Commission Policy Manual section 5.00, Artificial Intelligence Usage as presented.**

Bob Henderson  
Information Technology Department

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**Purpose:** The purpose of this policy is to establish the Cass County Government employee practices for the responsible and secure use of artificial intelligence (AI). The County is committed to utilizing Artificial Intelligence in a secure, responsible, and ethical manner to improve processes, enhance services, and support employees to do their best work. This policy provides simple, user-focused guidance for all employees.

Due to the rapid rate of development of AI tools, the County will regularly review and update this policy to keep it aligned with County standards as well as technological advancements.

**Scope:** This policy applies to all employees, contractors, and any other third-party individuals or entities who have access to AI technologies or are involved with using AI technologies on behalf of the County.

**Definition, Artificial Intelligence:** Artificial Intelligence (AI) refers to the development of computer systems capable of performing tasks that typically require human intelligence. These tasks include but are not limited to learning, reasoning, problem-solving, perception, natural language understanding, and decision-making. AI technologies encompass a range of approaches, including machine learning, neural networks, and advanced algorithms.

**Principals of Responsible AI Use:** County workers are supported in the responsible integration of AI into their tasks, leveraging its potential to enhance services, promote justice, and improve efficiency. Each staff member bears the responsibility of utilizing generative AI tools in a manner that prioritizes the security of sensitive information and aligns with County policies. The following key principles should guide their approach:

**1. Data Security:** Recognizing the critical nature of data security, County workers must exercise utmost caution when utilizing AI models. It is strictly prohibited to input non-public data into any AI model. This includes sensitive information that is not publicly available.

**2. Data Integrity:** Ensuring the integrity of information is a paramount concern. Before relying on any output from an AI model, County workers are required to validate the generated information. This involves cross-referencing with authoritative sources and ensuring accuracy to maintain the reliability of government operations.

**3. AI Models as Tools, Not Replacements:** AI models are intended to be tools to aid and enhance the capabilities of County workers. They are not to be considered replacements for human employees. County workers should exercise professional judgment and decision-making, utilizing AI models as supportive tools in their respective roles.

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**4. Ethical Usage:** County workers must adhere to ethical standards when utilizing AI. This includes avoiding any bias in input data, addressing potential biases in AI algorithms, and ensuring fair and equitable treatment in decision-making processes facilitated by AI models.

**5. Training and Awareness:** When County provided AI training becomes available, regular training sessions and awareness programs will be conducted to keep County workers updated on the latest advancements, best practices, and potential risks associated with AI usage. This will help in fostering a culture of responsible and informed AI utilization.

**6. Compliance with Legal and Regulatory Frameworks:** All AI activities undertaken by County workers must comply with existing legal and regulatory frameworks. Any use of AI that violates laws or regulations is strictly prohibited, and County workers are expected to stay informed about the evolving landscape of AI-related policies related to their job duties.

**7. Opt-Out Option:** Members of the public have the right to opt out of their data being used in any AI model. County departments shall provide a clear and accessible opt-out mechanism, allowing individuals to choose not to have their data utilized in AI applications. Departments are responsible for respecting and implementing these opt-out preferences.

**8. Human Interaction and Oversight:** AI-driven solutions will not make impactful decisions without human interaction and oversight. County workers must actively engage with AI outputs, providing necessary context, interpretation, and oversight to ensure that AI-driven decisions align with policy objectives and ethical standards.

**9. Transparency Option:** County Departments shall implement a transparency option, including citing when AI was used to generate information. This involves providing clear communication to the public and stakeholders about instances where AI has been utilized in the generation of information, ensuring transparency in the decision-making processes.

**10. Monitoring and Accountability:** There will be periodic monitoring of AI usage to ensure adherence to this policy. County workers found in violation may be subject to disciplinary action. Accountability is a shared responsibility, and all employees are encouraged to report any concerns regarding the misuse or inappropriate application of AI.

**11. Continuous Improvement:** This policy is subject to periodic review and updates to align with evolving technology, best practices, and legal requirements. Feedback from County workers and the public regarding AI usage will be considered to enhance the effectiveness of this policy.