



Ethical Artificial Intelligence (AI) Policy

Effective Date

This Artificial Intelligence (AI) Policy is effective May 1, 2025.

For questions about this Artificial Intelligence (AI) Policy, please email ITCybersecurity@arapahogov.com .

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Purpose

The purpose of this Ethical AI Policy is to affirm Arapahoe County’s commitment to the responsible and ethical use of AI. This policy establishes guidelines to ensure transparency, fairness, accountability, and the protection of individual rights in all AI-related activities conducted by the County. By adopting intentional and ethical AI practices, we aim to drive innovation, increase operational efficiency, and enhance community engagement.

Our goal is to build public trust and support business objectives while ensuring AI implementation aligns with the principles of **accessibility, accuracy, accountability, equity, fairness, privacy, transparency, and prioritizing well-being**.

Scope

This policy applies to all individuals and entities using or developing AI systems within the County. It encompasses:

All employees, contractors, third parties, and stakeholders involved in any phase of AI lifecycle management, including design, development, deployment, monitoring, and retirement.

All AI categories, such as predictive analytics, machine learning, deep learning, generative AI, and automated decision-making tools.

Any instance of AI use in County operations, including tools integrated into existing products, newly adopted AI systems, and AI developed collaboratively with external partners or other governmental entities.

AI Policy

Objectives and Goals

To guide responsible AI usage, this policy establishes the following objectives:

- Promote secure, ethical, and privacy-conscious AI practices.
- Ensure AI systems align with County priorities and deliver measurable benefits.
- Facilitate ongoing evaluation and improvement of AI systems to adapt to community and technological needs.

AI Review Process

All AI systems must undergo a comprehensive review before implementation, as outlined in the AI Usage Guidelines.

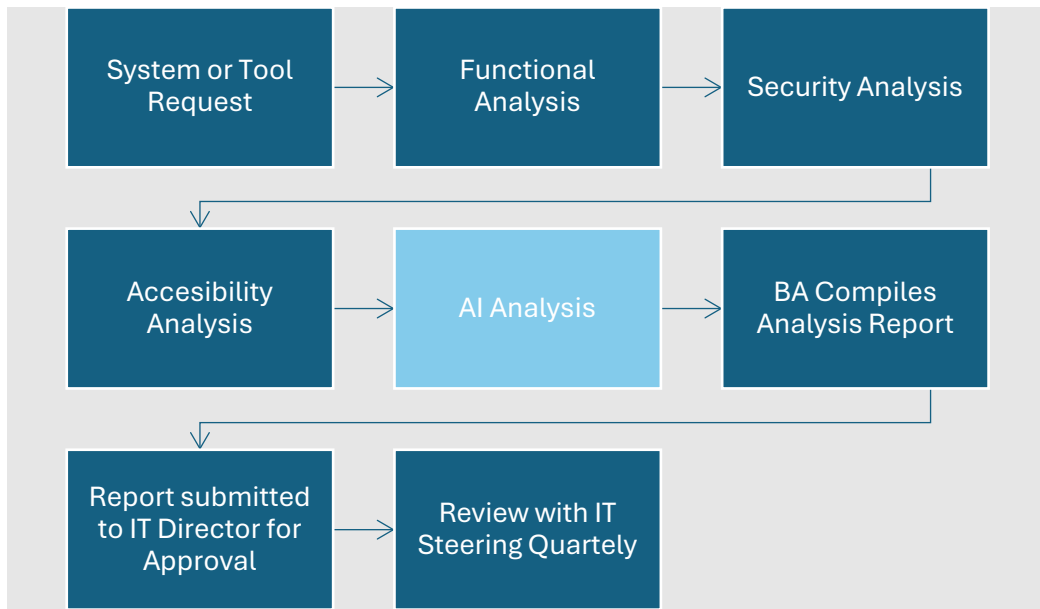
Review Objectives

The review will assess the following:

1. **Usage Assessment:** How AI is utilized within the product.
 - Document and evaluate AI usage based on vendor or regulatory guidelines.
 - Vendors must complete an AI factsheet detailing AI usage.
2. **Security and Privacy Risks:** Identify risks associated with AI components.
3. **Benefit Analysis:** Document the measurable benefits of the AI solution.
4. **Ongoing Metrics:** Establish benchmarks for assessing AI benefits and risks over time.
5. **Public Engagement Needs:** Ensure public transparency and effective communication about AI usage.

Roles and Responsibilities:

- **Review Process:** Conducted by IT staff.
- **Approval:** Finalized by the IT Director.
- **Oversight:** AI decisions and reviews are presented to the IT Steering Committee quarterly.



Implementation

- Implement all necessary mitigation measures identified during the review process.
- Ensure that all systems comply with County security, privacy, and ethical standards before deployment.

Post-Implementation Review

Biannual Reviews:

- Conduct biannual evaluations of all deployed AI systems.
- Reviews must follow the AI Usage Guidelines to reassess benefits, risks, and compliance status.

Policy Oversight and Updates

- Regular updates to the AI review process and this policy will ensure alignment with evolving AI regulations and best practices.
- Ensure ongoing improvement in third-party governance maturity, particularly with vendors providing AI solutions.

Potential Use of AI

While use cases and tools are rapidly evolving and each scenario will need to be evaluated separately, there are several use cases that will likely deliver benefits to the County. These include:

Language translation

AI-powered language translation tools may be used to improve communication with residents who speak languages other than English.

Object Detection

AI may be used to identify and evaluate objects, such as potholes, signs or other infrastructure. These systems will be designed to consider equity and avoid exacerbating existing disparities.

Service Delivery

AI may be used to streamline service delivery, such as processing applications or answering citizen inquiries.

Workforce support

AI tools may be used to improve efficiency of County staff. These tools include generative tools for report generation, code testing, and data analysis.

This is not meant to be an exhaustive or complete list. More detail around potential use cases is provided in the ACG Artificial Intelligence Strategy Document and in the ACG AI guidelines.

Unacceptable Use of AI

The following actions are strictly prohibited to ensure responsible, ethical, and lawful use of AI systems:

1. Privacy Violations:

- Utilizing AI to unlawfully surveil individuals or monitor citizens without proper authorization.
- Collecting, analyzing, or utilizing personal data without explicit consent or legal authority.
- Developing predictive profiles that result in unjust discrimination or harm to individuals or groups.

2. Manipulation and Misinformation:

- Employing AI to spread misinformation or manipulate public opinion in unethical or deceptive ways.
- Using AI to bias decision-making processes, particularly those affecting individuals' rights, access, or opportunities.
- Automating punitive actions, such as penalties or sanctions, without appropriate human review and oversight.

3. Improper Handling of Confidential Data:

- Using confidential or sensitive information, including personal records, Personally Identifiable Information (PII) as defined in the County's Information Security Policy, or financial data, must not be used in prompts, models, or databases accessed by AI tools unless the tool has been vetted and approved by the Information Technology Department for compliance with security and privacy controls.

Violations of this policy will result in disciplinary action, up to and including termination of employment, and may be subject to legal consequences in accordance with applicable laws and regulations.

Definitions

Accessibility:

The design and deployment of AI systems to ensure they are usable and beneficial to all individuals, including those with disabilities or other access barriers, promoting inclusivity.

Accountability:

Responsibility for ensuring AI systems are ethical, transparent, and subject to appropriate oversight, with mechanisms in place to address errors or harm caused by their use.

Artificial Intelligence (AI):

Technologies and systems that perform tasks typically requiring human intelligence, such as learning, reasoning, problem-solving, and decision-making.

Ethical AI:

AI systems designed and implemented to prioritize fairness, accountability, transparency, privacy, and respect for human rights throughout their lifecycle.

Equity:

Ensuring AI systems are designed and implemented to deliver fair outcomes for all individuals and communities, addressing biases and avoiding disproportionate impacts on marginalized groups.

Fairness:

The practice of creating AI systems that avoid discriminatory outcomes by treating individuals equitably, regardless of race, gender, socioeconomic status, or other protected characteristics.

Generative AI:

A type of AI that creates new content, including text, images, music, or videos, based on patterns learned from existing data.

Privacy:

The right of individuals to control their personal information and protect it from misuse or unauthorized access, especially in AI systems handling sensitive data.

Security:

Measures and practices implemented to safeguard AI systems, data, and infrastructure from threats such as unauthorized access, tampering, exploitation, or breaches.

Transparency:

The practice of designing AI systems so that their purpose, functionality, limitations, and decision-making processes are clear and understandable to all stakeholders.

Prioritizing Well-Being:

The commitment to ensuring AI systems promote human well-being, societal benefits, and ethical considerations, avoiding harm and maximizing positive outcomes for users and communities.

For additional terms, refer to the AI Policy Manual.

Approvals

Review Process

The initial review of the AI Policy and all associated AI implementations will be conducted by IT staff. This includes assessing compliance with security, privacy, and ethical standards as outlined in the AI Usage Guidelines.

Approval

The IT Director and County Attorney finalize the policy, with the Board of County Commissioners approving it. The IT Director ensures AI systems align with organizational goals.

Oversight

To maintain transparency and accountability, all AI decisions, reviews, and updates to the AI Policy will be presented to the IT Steering Committee on a quarterly basis. This committee will provide ongoing oversight and guidance to ensure adherence to the policy and alignment with organizational priorities.

This structured approval process ensures the AI Policy is rigorously reviewed, properly authorized, and subject to continuous evaluation for effectiveness and compliance.

Revision History

Date	Description of Change	Name
11/20/2024	New Document	Keith Fuchser
11/20/2024	Peer Reviewed and Formatted	Nikki Rosecrans
3/11/25	Updates based on E-team review	Keith Fuchser
4/1/25	Final Edits	Keith Fuchser
4/2/25	Final Approval	Philip Savino