

## **Artificial Intelligence (AI) Use Policy**

### **I. Purpose**

This policy establishes guidelines for the responsible and ethical use of Artificial Intelligence (AI) technologies by Sandy River Plantation, with the aim of promoting transparency, public trust, and secure deployment of emerging tools in municipal operations and public service delivery.

### **II. Scope**

This policy applies to all municipal departments, employees, elected officials, contractors, volunteers, and third-party vendors who utilize or implement AI technologies on behalf of Sandy River Plantation.

### **III. Definition of AI**

AI refers to computer systems capable of performing tasks that typically require human intelligence, such as data analysis, language processing, decision-making, and automation as defined by relevant industry standards and legislation.

### **IV. Acceptable Uses of AI**

AI may be used to:

- Improve efficiency in administrative tasks (e.g., document generation, records management)
- Assist in data analysis for planning or public services
- Enhance communication tools (e.g., automated responses for public inquiries)
- All acceptable uses must maintain human oversight and uphold resident rights

### **V. Prohibited Uses of AI**

AI shall **not** be used for:

- Surveillance or facial recognition technologies shall not be used without explicit written approval from the Board and meaningful community engagement.
- AI shall not be used to make binding decisions in law enforcement, code enforcement, or the distribution of public benefits without documented human oversight.
- AI use must not violate state or federal laws, infringe upon resident privacy, or undermine civil liberties.

## **VI. Transparency and Accountability**

- AI systems must be documented and auditable, with outputs subject to regular human review
- Residents must be informed when AI is used in municipal services that directly impact them
- The Board of Assessors (or governing board) shall conduct an annual review of all AI uses to evaluate public benefit, risk, and continued appropriateness

## **VII. Data Privacy and Security**

- All AI systems must comply with applicable local, state, and federal data protection and cybersecurity regulations
- Personally identifiable information (PII) must be safeguarded from misuse or unauthorized access
- Vendors must demonstrate compliance with municipal cybersecurity standards and agree to regular audits if applicable

## **VIII. Training and Oversight**

- All staff using AI tools must complete training on ethical AI use, data handling, and system limitations
- Departments must submit a written AI Use Case Proposal to the Board for review and approval prior to adoption

## **IX. Vendor and Third-Party Management**

- All AI vendors must provide full disclosure of system capabilities, data handling procedures, and known limitations
- Contracts must include provisions for municipal data ownership, system transparency, accountability, and termination rights in cases of misuse or noncompliance

## **X. Effective Date**

This policy is effective as of **8/12/2025** and shall remain in effect until amended or repealed by the governing authority. All personnel subject to this policy are expected to comply from the effective date forward.

## **XI. Policy Review and Updates**

This policy shall be reviewed annually within 60 days of the start of the new fiscal year, or more frequently as necessary, to reflect technological advances, legal developments, or evolving community expectations.

**For questions or concerns related to AI use in Sandy River Plantation, please contact Ethna L. Thompson at [sandyriverPlantation@outlook.com](mailto:sandyriverPlantation@outlook.com).**

## **Acknowledgment of Receipt and Agreement**

I acknowledge that I have received, read, and understand the **Sandy River Plantation Artificial Intelligence (AI) Use Policy**. I agree to comply with the guidelines and responsibilities outlined in this policy. I understand that any misuse or unauthorized use of AI technologies may result in disciplinary action, up to and including termination of employment or contract, and potential legal consequences.

I understand that it is my responsibility to stay informed of any updates to this policy as reviewed and amended by the governing authority.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_