**SAMPLE POLICY TEMPLATE**

**Artificial intelligence**

**Disclaimer and Scope of this Sample Policy**

This resource is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization’s policies and procedures as presented by your manager or supervisor. For further information regarding this resource, contact your Safety Director at 877.398.3049 © All rights reserved.

This sample policy is a template only and should be edited as necessary to meet the unique parameters of each agency. It is suggested the Chief of Police establish an agency AI Workgroup and utilize the [AI Risk Mitigation Consideration Worksheet](https://melsafetyinstitute.org/wp-content/uploads/2024/04/AI-Risk-Mitigation-Considerations-Worksheet.pdf) to determine what specific policy changes might be necessary.

This sample policy narrowly addresses Generative Artificial Intelligence (Gen AI). Agencies that deploy, utilize, or permit officers to access other forms of AI should ensure they have an existing policy governing such use or consult with their Municipal Attorney to determine if such uses should be included in this policy.

Some examples of AI that are not included in this policy include, but are not limited to:

|  |  |
| --- | --- |
| Facial Recognition Technology | Predictive Policing |
| Unmanned Aerial Vehicles (UAV) “Drones” | AI Considerations Impacting Recruitment and Retention |
| Surveillance Systems with AI Capability | Social Media Scraping |
| Autonomous Vehicles | License Plate Readers |
| Body Camera Reviews | Gun Shot Detection Systems |
| AI Assistant (Impact concerning Officer’s Review of Policy and Training Material) | AI Considerations Concerning Workplace Conduct (AI Video, Pictures, Texts, etc.) |

determine if

**Purpose**

1. **Purpose**

Artificial Intelligence (AI)'s impact on law enforcement is not fully known; however,technology and the use of AI are rapidly developing. It is anticipated by 2032, that Generative AI (Gen AI) will have significantly shifted the way people approach work productivity, as it is projected that 52% of all jobs will change as Gen AI is integrated into automated tasks.

Artificial intelligence holds extraordinary potential to help solve urgent challenges while increasing the efficiency of everyday tasks. At the same time, irresponsible use could exasperate societal harm and undermine the public trust in law enforcement. Furthermore, advancements in AI technology will pose new crime-fighting challenges, and today's police officers must be prepared to meet these new challenges.

1. **Policy**

This policy provides requirements for the (Insert Agency Name) on the acceptable and ethical use of Gen AI as defined by this policy.

This policy does not specify guidance concerning: (Modify this section as appropriate or if the agency has any separate policies governing the below topics, it is suggested to reference that specific agency policy):

|  |  |
| --- | --- |
| Facial Recognition Technology | Predictive Policing |
| Unmanned Aerial Vehicles (UAV) "Drones" | AI Considerations Impacting Recruitment and Retention |
| Surveillance Systems with AI Capability | Social Media Scraping |
| Autonomous Vehicles | License Plate Readers |
| Body Camera Reviews | Gun Shot Detection Systems |
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1. **Operational Use of AI**
2. **Definitions**
3. Artificial Intelligence (AI): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use machine and human-based inputs to perceive real and virtual environments and use model inference to formulate options for information or action.
4. Algorithm Bias (AI Bias): The tendency for AI algorithms to exhibit bias or discrimination based on factors such as race, gender, and socioeconomic status due to the data used to train them.
5. Generative AI Systems (Gen AI): The class of AI models that emulate the structure and characteristics of input data to generate derived synthetic content. This can include images, videos, audio, text, and other digital content.
6. Personal information: Includes, but is not limited to, any person's name, date of birth, social security number, other unique number identifiers, home or work address, next of kin, other associate's names, phone number, picture, image, or video of a person.
7. **Authorized Gen AI Use**

Authorized Agency Gen AI Systems (if any):

1. Agency Gen AI Systems that are permitted to be utilized by members of the (Insert Agency Name) in accordance with this policy include:

(Insert agency-specific authorized Gen AI systems here. It is likely that some current software applications currently installed on agency hardware systems contain Gen AI capability. The AI Workgroup should identify such systems. The AI Workgroup might also suggest to the Chief of Police that certain positions, tasks, or those assigned specific capacities are not authorized to use Gen AI.)

1. External Gen AI Systems (Gen AI Systems available from other agencies or organizations):
2. Using any External Gen AI System requires the pre-approval of a supervisor and must adhere to the standards associated with using Agency Gen AI.
3. **AI Principals**
4. Employees who utilize Gen AI must do so only in accordance with this policy.
5. It is the responsibility of every employee who utilizes Gen AI to verify the accuracy of the information. AI can produce content, but humans are responsible for its outcomes.
6. Every employee of the (Insert Agency Name) is responsible for and must ensure that its use of Gen Al-related capabilities and the resulting information, including Gen Al, is trusted, safe, and secure to the best extent possible.
7. Whenever an employee utilizes Gen AI for any task approved by this policy, they must inform their supervisor, who will thoroughly review the material.
8. It shall be the policy of the (Insert Agency Name) to prioritize privacy and the protection of

citizens' data as AI systems are developed, implemented, and procured. To ensure the highest data security and protection, any development, procurement, or trial of Gen AI applications, software, or tools or applications that include Gen capability must be approved by the Chief of Police.

1. All images and videos created by Gen AI systems must be attributed to the appropriate Gen AI system.
2. Whenever source citations are required or deemed appropriate for any written materials, whenever Gen AI is utilized as a source, it shall be cited in the same manner as any other source.
3. **Protecting Data**

Employees of the (Insert Agency Name) utilizing Gen AI systems shall:

1. Ensure that only the most necessary data is used in AI systems and that no personal information of any kind, as defined in this policy, is entered or utilized in any fashion.
2. Never enter any propriety information of the (Insert Agency Name) into a Gen AI system. Such propriety information includes, but is not limited to:
3. Calls for service for specific locations
4. Calls for service types and codes
5. Crime data
6. Personnel or staffing structure
7. Crime locations
8. Agency policies or procedures or any portion thereof
9. System passwords or software codes
10. Intellectual property
11. Any and all law enforcement-sensitive data
12. Agency logos or insignias
13. **Gen AI Prohibitions**
14. Using any personal Gen AI System for any work-related activity is prohibited.
15. The use of Gen AI shall never be utilized for: (This should be modified as necessary to be agency-specific based upon the AI Workgroup recommendations to the Chief of Police):
16. Performance evaluations
17. Letters of reprimand
18. Termination Letters
19. Any portion of a report or any document to describe any level of suspicion, cause for detention, cause for arrest, or prompting or conducting a search of any kind.
20. The use of Gen AI on any personal device during work hours is prohibited.
21. **AI Gen Monitoring**
22. The (Insert Agency Name) will ensure that Gen AI systems' development, use, and deployment are evaluated for compliance with this policy. This is the responsibility of (Insert agency-specific title here).
23. As with all computer systems and software, there is no expectation of privacy when using any Gen AI System, and an employee's use of Gen AI is subject to review at any time.
24. The (Insert Agency Name) will work to ensure that AI systems perform reliably and consistently under expected use conditions and that ongoing evaluation of system accuracy throughout the development and/or deployment lifecycle is managed and governed to the greatest extent possible.
25. The ABC Police Department has established a Gen AI monitoring program, including (Include agency-specific Gen AI monitoring program here, such as a defined random review program of Gen AI outputs and the role or title of the person responsible for this task.)
26. The monitoring and random review process should aim to identify any use of Gen AI that has resulted in an algorithm bias or has, or appears to have a disparate impact. The person responsible for the monitoring and audits shall report the audit findings to the Chief of Police (Insert agency-specific required reporting timeframe, such as annually, monthly, etc.)
27. **Leadership and Planning**
28. (Identify agency specific person here. This person might also be the AI Workgroup Leader or other person designated by the Chief of Police) is responsible for regularly monitoring relevant Gen AI technology as best as possible, as new developments emerge rapidly.
29. **Obligation to Report**
30. Any employee learning of any Gen AI output or a Gen AI use that may be considered discriminatory, having a disparate impact, producing an algorithm bias, or in violation of this policy must report such to their immediate supervisor.
31. **Community Transparency**
32. The (Insert Agency Name) values transparency and accountability and understands the importance of these values while using authorized AI systems.

(As a result of the AI Workgroup activity, there might be a desire to insert some community considerations, if appropriate).

1. **Training:**
2. A training program has been developed and must be completed by all officers. Any officer who is unsure of the requirements associated with the use of Gen AI or has questions concerning any Gen AI tool or application should consult with their immediate supervisor.

Sources: See the source list of the AI Risk Mitigation Consideration Worksheet