## Internal AI Policy for Amelia County in Virginia

## **Introduction**

As a local government entity serving approximately 7 million constituents in Virginia, we recognize the transformative potential of Artificial Intelligence (AI) tools, including generative AI and Large Language Models (LLMs). These technologies have the capacity to enhance our services, streamline operations, and improve decision-making processes. However, we also acknowledge the importance of ensuring that the use of AI aligns with our organizational values of transparency, accountability, and fairness. This policy outlines our commitment to responsible AI practices, addressing key considerations such as bias, fairness, and transparency.

## **Purpose and Scope**

This policy applies to all departments, employees, contractors, and elected officials within our local government entity. It governs the acquisition, use, and management of AI tools, ensuring that these technologies are employed in a manner that supports our mission to serve the public effectively and ethically. The policy is designed to be flexible and adaptable, allowing us to respond to the evolving landscape of AI technologies while maintaining our commitment to ethical standards.

## **Key Principles**

1. Transparency:
   * We will clearly communicate how AI tools are used, including the data sources and algorithms employed. This includes providing understandable explanations of AI-driven decisions to the public and stakeholders.
   * We will maintain detailed records of AI system development, deployment, and updates. These records will be accessible to authorized personnel and will facilitate accountability and oversight.
   * Transparency will also involve regular reporting on the outcomes and impacts of AI-driven initiatives, ensuring that stakeholders are informed about how AI is influencing our operations and services.
2. Fairness and Bias Mitigation:
   * We will regularly audit AI systems for biases and take corrective actions to ensure fairness. This includes implementing measures to prevent discrimination and ensure equal treatment of all constituents.
   * To minimize inherent biases, we will ensure that development teams are diverse and representative of the communities we serve.
   * We will also engage with external experts and stakeholders to identify and address potential biases in AI systems, fostering a collaborative approach to fairness and equity.
3. Accountability:
   * We will establish an AI Ethics Advisory Board to oversee the use of AI and ensure compliance with this policy. The board will consist of representatives from various departments, external experts, and community stakeholders.
   * Clear responsibilities will be designated within departments for AI-related decisions and actions. This will ensure that there are accountable individuals and teams for each AI-driven initiative.
   * We will conduct regular assessments to evaluate AI system performance and impact, using these evaluations to inform policy updates and improvements.
4. Privacy and Data Protection:
   * We will protect constituent privacy by adhering to relevant data protection regulations, such as the Virginia Freedom of Information Act and federal privacy laws.
   * We will obtain explicit consent before collecting or using personal data for AI purposes, ensuring that constituents are aware of how their data is being used.
   * We will ensure secure storage and handling of data used in AI systems, implementing robust cybersecurity measures to prevent unauthorized access or breaches.

## **Implementation and Oversight**

1. Policy Development Process:
   * We will engage internal departments and stakeholders in the policy development process to ensure inclusivity and relevance. This collaborative approach will help identify key challenges and opportunities related to AI use.
   * We will communicate policy updates to all employees and contractors, ensuring that everyone understands their roles and responsibilities in maintaining ethical AI practices.
2. Training and Education:
   * We will provide ongoing training on AI ethics, bias mitigation, and responsible AI use. This training will be mandatory for all employees involved in AI-related projects.
   * We will also ensure that employees understand their roles in maintaining ethical AI practices, empowering them to contribute to a culture of accountability and transparency.
3. Monitoring and Evaluation:
   * We will regularly review AI system performance and impact on constituents. These reviews will help identify areas for improvement and ensure that AI tools are meeting their intended objectives.
   * We will conduct periodic audits to identify and address any biases or ethical concerns. These audits will be comprehensive, involving both internal assessments and external reviews.

## **Compliance and Enforcement**

* Non-compliance with this policy may result in disciplinary measures or restrictions. It is essential that all employees and contractors adhere to the guidelines outlined in this policy to maintain public trust and ensure ethical AI practices.
* This policy will be reviewed and updated annually or as needed to reflect changes in AI technologies and regulatory frameworks. Updates will be communicated to all relevant stakeholders.

## **Conclusion**

By adopting this policy, we commit to harnessing the benefits of AI while safeguarding the rights and interests of our constituents. We strive to maintain transparency, fairness, and accountability in all AI-driven initiatives, ensuring that these technologies serve the public good.

Appendix: Glossary of Terms

* AI Tools: Include generative AI and Large Language Models (LLMs) used for various tasks such as data analysis, decision support, and communication.
* Bias Mitigation: Efforts to identify and reduce biases in AI systems to ensure fairness and equity.
* Transparency: The practice of clearly communicating how AI tools are used and their impacts.

This policy is designed to be a living document, evolving as our understanding and use of AI technologies advance. We are committed to continuous improvement and to maintaining the trust of our constituents through responsible AI practices.