Brazoria County Artificial Intelligence (AI) Use Policy

1. Purpose

This policy establishes guidelines for the responsible and secure use of Artificial Intelligence (AI) technologies by Brazoria County employees. It ensures compliance with legal, ethical, and operational standards, particularly when handling sensitive or confidential information.

2. Scope

This policy applies to all Brazoria County employees who use AI tools or services in the course of their duties, whether on County-issued or personal devices.

3. Approved AI Services

    a. Only AI services approved in writing by the Information Systems Department (IS) for County use may be used when making inquiries including Confidential Information, such as:

        I. Personally Identifying Information (PII);

        II. Medical or health-related data;

        III. Criminal investigation materials;

        IV. Information about County contracts, bids, or potential contracts;

        V. Internal memos;

        VI. Personnel files;

        VII. Banking or credit card information;

        VIII. Information regarding safety incidents;

        IX. Any information regarding juveniles;

        X. Library lending records; or

        XI. Any other non-publicly available or sensitive information

    b. Unapproved AI services **shall not** be used for any task involving Confidential or sensitive information. They may be used for general research or other inquiries involving only publicly available data. Employees **shall not** input any Confidential Information into any Unapproved AI service.

    c. At the current time, IS has approved Microsoft Copilot when accessed through a County-provided Microsoft Office 365 application. This does not include personal Microsoft Copilot accounts or use through Bing or other websites.

4. Public Information and AI Records

    a. Employees must be aware that AI-generated messages and interactions may constitute public records under the Texas Public Information Act.

    b. This applies regardless of the device used (County-issued or personal) and includes:

        I. Prompts submitted to AI tools;

        II. Responses generated by AI tools; and

        III. Any AI-assisted content that is retained or shared

    c. If retained, these records may be subject to Public Information Requests.

5. Microsoft Copilot Retention Policy

    a. Brazoria County's Information Systems Department has implemented a uniform retention policy of seven (7) days for Microsoft Copilot interactions.

    b. Any AI-generated content that must be retained beyond seven days for legal, operational, or compliance reasons must be manually saved by the user to an appropriate storage location.

6. Personal Device Usage

    a. Use of AI tools on personal devices for County business is governed by this policy. Due to the difficulties of data retention and information security on a personal device, consider whether it is truly necessary to use one for County business.

    b. If personal device is used, employees shall:

        I. Adhere to this policy in full;

        II. Refrain from entering any County information into any AI tools used on a personal device;

        III. Understand that using AI tools on a personal device may still generate public records; and

        IV. Make any such records retained on a personal device available to appropriate Brazoria County personnel immediately upon request.

7. Appropriate and Inappropriate Uses of AI

    a. <u>Appropriate Uses</u>
Provided that users comply with this policy, AI tools may be used to support and enhance productivity, including in the following ways:

        I. Research Assistance: Gathering general information or background on a topic;

        II. Summarization: Condensing long documents, emails, or reports into concise summaries;

III.   Outlining: Generating structured outlines for reports, presentations, or legal documents;

IV.   Editing and Proofreading: Improving grammar, clarity, and tone of written content; or

V.   Drafting Support: Assisting in the creation of initial drafts that will be reviewed and edited by a human.

b.   <u>Inappropriate Uses</u>

The following uses of AI are prohibited unless explicitly authorized in writing by a Department Head or Elected Official:

I.   Unedited Final Documents: Submitting or distributing AI-generated content without human review and editing;

II.   Sensitive Data Input: Entering confidential, medical, criminal, or personally identifiable information into unapproved AI tools;

III.   Decision-Making Automation: Using AI to make final decisions in legal, personnel, or investigative matters without human oversight;

IV.   Bypassing Policy: Using personal devices or accounts to circumvent County AI usage restrictions;

V.   Criminal History: Entering criminal history information into **any** AI tool; and

VI.   Creating or deploying an AI tool that interacts directly with public.

c.   <u>Illegal Uses</u>

Uses of AI prohibited by law are prohibited under all circumstances, including but not limited to:

I.   Manipulation of Human Behavior: Manipulating a person to commit self-harm, harm another person, or engage in criminal activity;

II.   Social Scoring: Evaluating or classifying people or groups based on social behavior or personal characteristics with the intent to assign a social score;

III.   Capture of Biometric Data: Gathering biometric data in a way that would infringe on an individual's rights under Texas or federal law;

IV.   Constitutional Violation: Infringing on a person's rights under the United States Constitution;

V.   Unlawful Discrimination: Unlawfully discriminating against a protected class in violation of Texas or federal law; or

VI.   Certain Sexually Explicit Content: Creating or distributing child pornography or illegal deep fake videos or personating or imitating a child in text-based conversations that simulate or describe sexual conduct.

8. Violations and Enforcement

a.   Violations of this policy may result in disciplinary action in accordance with Brazoria County policies up to and including termination of the violator.

b.   IS reserves the right to audit AI usage and enforce compliance.

9. Questions and Support

For questions about approved AI tools or how to properly retain AI-generated content, please contact IS.