

AI Acceptable Use Policy

This policy establishes a comprehensive framework for the responsible and ethical use of Artificial Intelligence (AI) by Irwin County employees. As the technological landscape evolves, the County remains committed to leveraging AI to enhance efficiency and public service while strictly adhering to the Georgia AI Accountability Act and the standards set by the Georgia Technology Authority. This policy applies to all personnel, including contractors and third-party vendors, ensuring that any AI integration aligns with our commitment to transparency and the protection of constituent data.

The foundation of this policy rests on the "Human-in-the-Loop" principle, which dictates that AI is an assistive tool rather than a replacement for human judgment. No AI-generated output shall be considered final or official until it has been thoroughly reviewed and validated by a County employee. Furthermore, Irwin County maintains strict data sovereignty; any information processed through AI remains the exclusive property of the County and must be shielded from being used to train external or public models. Transparency is paramount, and any public-facing interaction or significant internal report influenced by AI must be clearly disclosed to ensure the public remains informed about how their government operates.

Risk Level	Example Use Case	Requirement
Low	Summarizing public meeting notes, drafting emails.	Standard HITL review.
Moderate	Drafting grant applications, analyzing traffic data.	Dept. Head approval + Disclosure.
High	AI in public safety, facial recognition, HR screening.	Board of Commissioners approval + Impact Audit.

Regarding administrative oversight, departments are required to maintain a current inventory of all AI tools and must seek written authorization from the Information Technology (IT) Department and the County Manager before deploying new software. This procurement process is designed to favor "Enterprise" versions of AI tools that offer robust data "opt-out" features, which prevent County data from being absorbed into global training sets. In compliance with the **Georgia Open Records Act**, all AI-assisted drafts and logs are subject to standard record retention schedules and public disclosure requirements.