



Weber County Policy 28:

Generative Artificial Intelligence Usage

Adopted Date: _____

Effective Date: _____

I. Purpose

- A. This policy establishes principles and guidelines for the responsible and ethical use of Generative Artificial Intelligence (GenAI) tools and technologies by Weber County employees in their official duties. It aims to leverage the potential benefits of GenAI—such as increased efficiency, improved service delivery, or enhanced decision-making—while mitigating risks and ensuring compliance with relevant laws and regulations.

II. Definitions

- A. “Generative Artificial Intelligence (GenAI)” is a class of artificial intelligence systems that can create new content—such as text, images, video, audio, or code—in response to prompts or inputs.
- B. “GenAI Tool” is any software application, platform, or service that utilizes GenAI to create new content in response to prompts or inputs. This includes both standalone GenAI tools as well as tools that are integrated into everyday software.
- C. “GenAI Certified Tool” is a GenAI Tool that meets all of the relevant privacy, security, and data protection requirements under HIPAA, CJIS, and other applicable laws or regulations for handling protected data. This certification confirms that the GenAI Tool can legally process sensitive or confidential information in compliance with those standards.
- D. “Confidential Information” is information that is generally not known or accessible to the public and is subject to legal, contractual, or regulatory restrictions on disclosure. Examples include information classified under GRAMA as private, controlled, or protected; health information protected under HIPAA; trade secrets; proprietary financial data; and attorney-client privileged information.
- E. “Sensitive Information” is information that may not be protected by law or regulation but requires a heightened level of care to prevent unauthorized access, use, or disclosure. Examples include personal identifying information, non-public employee information, performance evaluations, and other similar information.
- F. “Personal Identifying Information (PII)” includes:

Weber County Policy 28: Generative Artificial Intelligence Usage

- a person's first and last name when combined with any one or more of the other data elements included under this definition;
- birth date;
- driver license number;
- social security number;
- employee identification numbers or other personal identification numbers;
- mother's maiden name;
- electronic identification numbers;
- electronic signatures;
- any numbers or information that can be used to access a person's financial resources or medical information;
- a photograph or any other realistic likeness;
- medical or disability information.

III. Authorized Use

- A. Employees may use GenAI Tools to draft, edit, summarize, translate, organize, or illustrate County communications and work products when doing so improves efficiency or service delivery.
- B. GenAI Tools should be used to enhance productivity and efficiency, not to replace human judgment or decision-making. When using GenAI Tools, human oversight **MUST** be maintained. Employees must review AI outputs for accuracy, completeness, bias, and appropriateness before publishing or relying on them, and are responsible for the final content.

IV. Prohibited Use

- A. GenAI Tools must not be used to generate or disseminate discriminatory, harassing, threatening, or otherwise harmful content.

V. Data Privacy and Security

- A. Employees must comply with all applicable data privacy and security laws and County policies when using GenAI Tools.
- B. Sensitive, confidential, or PII should never be uploaded into any GenAI Tool unless it is a GenAI Certified Tool.

VI Transparency

- A. When GenAI has been used substantively in public-facing materials or communications, employees should disclose that AI was used in its creation.
- B. Employees should be prepared to explain how GenAI Tools were used and how the generated content was verified for accuracy.

Weber County Policy 28: Generative Artificial Intelligence Usage

- C. Any records generated by GenAI Tools must be stored and managed in accordance with records retention laws, regulations, and policies.

VII. Training and Awareness

- A. Employees are encouraged to stay informed about developments in GenAI technology and its potential impact on their work. IT will provide periodic, basic AI security training and materials focused on helping employees remain compliant.

VIII. Accountability

- A. Supervisors and department heads are responsible for ensuring that their employees comply with this policy.
- B. Violations of this policy may result in disciplinary action, up to and including termination of employment.
- C. Employees are responsible for verifying the accuracy, relevance, and appropriateness of any data input into a GenAI Tool and for any content generated using GenAI Tools.
- D. Employees who utilize GenAI Tools are responsible for any errors or adverse impacts that arise from such use.
- E. Because of the way GenAI is trained, content produced by GenAI can inadvertently reinforce discriminatory viewpoints, language, or decisions. As a result, employees must actively mitigate bias and ensure fairness when using GenAI. Continuous monitoring and auditing of the use of GenAI Tools for discrimination is essential.
- F. Employees must respect individuals' rights and privacy, avoid discrimination, and ensure fairness in GenAI-driven decision-making or document-producing processes.

IX. Policy Review

- A. This policy will be reviewed and updated annually or as needed to reflect changes in GenAI technology and relevant laws and regulations.

Passed and adopted on ____ day of May, 2025 by the Board of Weber County Commissioners.

Sharon Bolos, Chair

Attest: _____
Ricky Hatch, Clerk/Auditor