



ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: Artificial Intelligence (AI)

1. Purpose

This policy establishes general expectations for the responsible use of artificial intelligence (AI) in support of Dane County operations. It recognizes that departments may determine whether and how AI tools are used for their business needs, subject to applicable County policy and legal requirements.

2. Scope

This policy applies to County employees using AI tools or AI-enabled features in connection with County business. This includes both standalone generative AI tools and AI features embedded in approved software products.

3. Policy

3.1 Departmental Discretion

Departments may determine whether use of AI tools is appropriate for their operations and may establish additional internal expectations or restrictions based on their business, legal, regulatory, or operational needs.

3.2 Approved tools and services

Microsoft Copilot may be used where made available and appropriate based on departmental business need, licensing, cost, and technical considerations. AI-enabled features within County-approved software products may also be used when those products have been approved through standard County technology and procurement processes.

3.3 Personal accounts prohibited

Employees shall not use personal accounts or personal credentials for official County business when interacting with AI tools. Employees shall not conduct personal business within these AI platforms and shall be aware that all usage maybe subject to open records requests.

3.4 Non-public information

Employees shall not input non-public, confidential, restricted, or otherwise protected information into an AI tool unless that use has been expressly authorized by the department and is consistent with applicable law, regulation, contract, and County policy.

- information protected by HIPAA, CJIS, or similar legal or regulatory requirements
- personally identifiable, protected personal, or personnel information
- passwords, access codes, or other security-sensitive information
- confidential legal, investigative, security, procurement, or case-related information

3.5 Human review and accountability

Employees remain responsible for the content and quality of work product prepared with the assistance of AI. AI-generated output must be reviewed for accuracy, completeness, appropriateness, bias, and compliance before it is used or relied upon for County business.

3.6 Records and compliance

Use of AI must comply with applicable County policy and all County, State, and Federal legal requirements, including records retention, confidentiality, privacy, accessibility, and public records obligations. When appropriate to the business process or departmental practice, employees should document that AI was used in developing work product.

3.7 Incident reporting

Suspected misuse of AI tools, inappropriate disclosure of data, or other AI-related security or privacy concerns shall be reported promptly to your departments DCIM Security Contact and the Dane County Helpdesk.

4. Department Responsibilities

4.1 Department Implementation

Each department is responsible for deciding whether to use AI tools and for identifying acceptable use cases, restrictions, review steps, and any needed supervisory oversight. Once a department has gathered all information for the implementation of an AI product, they shall submit that information to DCIM for review via the helpdesk or an IT purchase request. DCIM will review and pending approval will forward to Risk Management and Corporation Counsel for additional review prior to implementation of the AI product.

4.2 New products or paid services

Departments seeking to procure or use a new AI product or paid AI service must follow standard County purchasing, IT security, software review, and contracting processes.

5. Policy Administration

This policy may be updated periodically to reflect changes in County operations, technology, risk, and legal requirements.