

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 05	Conduct		
Section 22	Generative Artificial Intelligence (GenAI) Usage Policy		
Revised By:	Nate Mara, City Manager	Revised Date:	February 4, 2026
Approved By:	Nate Mara, City Manager	Effective Date:	February 23, 2026

05.22 Generative Artificial Intelligence (GenAI) Usage Policy

- A) **Purpose.** To establish clear guidelines for the responsible, ethical, and secure use of Generative Artificial Intelligence (GenAI) tools by all City of Decatur employees.
- B) **Scope.** This policy applies to all City of Decatur employees, contractors, volunteers, and temporary staff, regardless of the device, network, or platform used to access GenAI tools.
- C) **Policy.**
 - 1) **Employee Accountability.** Employees are fully responsible for the accuracy, appropriateness, and completeness of their work, including any content produced with the assistance of GenAI tools. All AI-generated outputs must be reviewed, verified, and corrected as needed before use in City operations. Failure to do so may result in disciplinary action.
 - 2) **Data Privacy and Security.** Employees must not enter sensitive, confidential, or restricted information—including but not limited to Personally Identifiable Information (PII), protected City data, internal deliberations, or security-related information—into GenAI tools. Information classified as confidential or sensitive under City policy, state law, or federal law must never be shared with external AI systems.
 - 3) **Training and Policy Awareness.** Employees are expected to remain informed about updates to this policy and emerging risks associated with AI technologies. Departments may require additional training based on operational needs or evolving legal requirements.
- D) **Bias, Accuracy, and Misinformation.** Any GenAI output that contains bias, inaccuracies, or misinformation must be corrected and should not be used in City operations. Furthermore, employees should exercise heightened caution when AI-generated content relates to public communication, legal interpretation, financial matters, or personnel issues.

E) Human Oversight. GenAI tools may support decision-making but may not replace human judgment. Critical decisions—including those involving public safety, personnel, legal interpretation, financial commitments, or policy implementation—must not rely solely on AI-generated content.

F) Prohibited Uses.

- 1) Employees may not use GenAI tools to circumvent established City processes, policies, approval pathways, or legal requirements.
- 2) GenAI tools may not be used to generate content that misrepresents City positions, creates unauthorized public communications, or produces deceptive or harmful material.
- 3) Employees may not use GenAI to produce any item that is false or misleading.

G) Compliance and Enforcement.

- 1) Non-compliance with this policy may result in disciplinary action consistent with City of Decatur personnel policies, up to and including termination of employment.
- 2) Violations involving data privacy or security may also trigger reporting obligations under state or federal law.

H) Amendments and Review. This policy will be reviewed periodically by the City Manager’s Office, Information Technology, Human Resources, and the City Attorney to ensure alignment with evolving technology, legal standards, and organizational needs. Amendments may be issued at any time.

I) Summary.

- 1) This policy reinforces employee responsibility, safeguards sensitive information, and ensures that human oversight remains central to all City operations involving GenAI.
- 2) Employees must verify AI-generated content, avoid sharing confidential information, and uphold City processes and ethical standards when using GenAI tools.