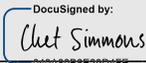


# City of Los Alamitos Administrative Regulation

Regulation:	<b>7.5</b>
Title:	<b>Artificial Intelligence Use Policy</b>
Authority:	<b>City Manager</b>
Date:	
Revised:	<b>Chet Simmons, City Manager</b>

## **1.0 Purpose:**

The purpose of this regulation is to establish an Artificial Intelligence Use Policy (AIUP) for the City of Los Alamitos. This policy establishes a comprehensive structure for AI systems used by, or on behalf of, the City of Los Alamitos. This policy enables the City of Los Alamitos to use AI systems for the benefit of the community while safeguarding against potential harm.

The key objectives of the AI Policy are to:

- Provide guidance that is clear, easy to follow, and supports decision-making for the staff (full-time, part-time), interns, consultants, contractors, partners, and volunteers who may be purchasing, configuring, developing, operating, or maintaining the City of Los Alamitos' AI systems or leveraging AI systems to provide services to the City of Los Alamitos.
- Ensure that when using AI systems, the City of Los Alamitos or those operating on its behalf, adhere to the Guiding Principles that represent values with regards to how AI systems are purchased, configured, developed, operated, or maintained.
- Define roles and responsibilities related to the City of Los Alamitos usage of AI systems.
- Establish and maintain processes to assess and manage risks presented by AI systems used by the City of Los Alamitos.
- Define prohibited uses of AI systems.
- Define how AI systems may be used for legitimate City of Los Alamitos purposes in accordance with applicable local, state, and federal laws, and existing agency policies.

The City of Los Alamitos defines “artificial intelligence” or “AI” to be a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.

The City of Los Alamitos defines an “AI system” to be any data system, software, hardware, application, tool, or utility that operates in whole or in part using AI.

## **2.0 Application:**

This policy applies to:

- 1) All AI systems deployed by the City of Los Alamitos; and
- 2) Staff (full-time, part-time), interns, consultants, contractors, partners, and volunteers who may be purchasing, configuring, developing, operating, or maintaining the City of Los Alamitos AI systems or who may be leveraging AI systems to provide services to the Los Alamitos.

## **3.0 Definitions:**

AI is a developing field of research and application. The definitions enclosed in this section are only meant to explain the basic AI variations currently available or theorized at the time of this policy’s writing. Future AI programs may not fit within the definitions listed below:

- 1) “Narrow AI” is a form of AI which can perform a single or narrow task based on inputs directed by the user. Virtual assistants are an example of this type of AI.
- 2) “Reactive Machine AI” has no memory and is designed to perform specific tasks. Chess playing computers are powered by this type of AI.
- 3) “Limited Memory AI” can review past events and present situational data to decide a course of action for a desired outcome. Self-driving cars are examples of this AI.
- 4) “Theory of Mind AI” is a theoretical form of AI which would be able to understand the intentions and reasoning of humans thereby simulating human-like behavior. This AI is currently under development but is not available at the time of this policy’s writing.
- 5) “Self-Aware AI” would essentially be human-like with its own emotions, needs, and beliefs. This AI is currently under development but is not available at the time of this policy’s writing.
- 6) “General AI” (AGI) can use previously learned skills to accomplish tasks without the need for human input. This AI is theoretical currently.
- 7) “Super AI” would be a cognitive intelligence that can perform beyond General AI with the ability to feel emotion. This AI is theoretical currently.

## **4.0 Guiding Principles**

These principles describe the City of Los Alamitos’ values with regards to how AI systems are purchased, configured, developed, operated, or maintained.

- 1) Human-Centered Design: AI systems are developed and deployed with a human centered approach that evaluates AI powered services for their impact on the public.
- 2) Security & Safety: AI systems maintain confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use. Implementation of AI systems is reliable and safe, and minimizes risks to individuals, society, and the environment.
- 3) Privacy: All AI systems safeguard personally identifiable information (PII) and sensitive data from unauthorized access, disclosure, and manipulation.
- 4) Transparency: The purpose and use of AI systems is proactively communicated and disclosed to the public. An AI system, its data sources, operational model, and policies that govern its use are understandable and documented.
- 5) Equity: AI systems support equitable outcomes for everyone. Bias in AI systems is effectively managed with the intention of reducing harm for anyone impacted by its use.
- 6) Accountability: Roles and responsibilities govern the deployment and maintenance of AI systems, and human oversight ensures adherence to relevant laws and regulations.
- 7) Effectiveness: AI systems are reliable, meet their objectives, and deliver precise and dependable outcomes for the utility and contexts in which they are deployed.
- 8) Workforce Empowerment: Staff are empowered to use AI in their roles through education, training, and collaborations that promote participation and opportunity.

## **5.0 Policy**

When purchasing, configuring, developing, operating, or maintaining AI systems, the City of Los Alamitos will:

- 1) Uphold the Guiding Principles for using AI Systems responsibly.
- 2) Conduct an AI review of any new AI program or application to assess the potential risk of AI systems.
- 3) Obtain technical documentation about the AI systems and develop internal documentation processes and uses of individual AI systems.
- 4) Require contractors to comply with Los Alamitos AI policies and procedures.
- 5) Always verify any information that an AI system generates before publishing or using in any fashion.
- 6) Verify that AI systems are supporting equity within the community.

## **6.0 Prohibited Uses**

The use of certain AI systems is prohibited due to the sensitive nature of the information processed and severe potential risk. This includes the following prohibited purposes:

- 1) The live identification of an individual using technologies including, but not limited to, facial recognition and iris scanning, without that individual's knowledge or meaningful consent.
- 2) The use of computer vision techniques to classify human facial expressions, body movement, or language into emotions or sentiment (e.g. positive, negative, neutral, happy, angry).
- 3) Fully automated decisions that do not require any meaningful human oversight.
- 4) Posting, submitting, forwarding, disseminating, or perpetuating any AI generated information in any way without first verifying the validated of the information generated by the AI program.
- 5) Social scoring, or the use of AI systems to track and classify individuals based on their behaviors, socioeconomic status, or personal characteristics.
  - a) A "Social Scoring System" refers to artificial intelligence or algorithmic systems that aggregate and interprets an individual's personal data to assign a quantifiable score or rating that ranks them against other individuals and impacts their access to services, opportunities, or societal privileges. These systems are characterized by their use of data related to behavior, preferences, interactions, financial transactions, and other personal attributes which are not directly linked to the application of the score. Data can be part of a comprehensive profile that is used to make significant decisions about an individual's rights, opportunities, or social standing.
- 6) Cognitive behavioral manipulation of people or specific vulnerable groups.
  - a) "Cognitive behavioral manipulation" refers to AI-driven tools or algorithms designed to influence or alter an individual's decision-making process or belief system. These systems use psychological, behavioral, or emotional data to create targeted strategies that can manipulate thoughts, feelings, or actions, particularly focusing on vulnerable groups or individuals.

If City of Los Alamitos staff become aware of an instance where an AI system has or will cause harm, then staff must report the instance(s) to their supervisor.

## **7.0 State/Federal Governance:**

This policy will not supersede any governing law dictated by the State of California or by the federal government. This policy will only affect City of Los Alamitos' staff including full-time/part-time employees, interns, consultants,

contractors, partners, and volunteers provided no superseding authority places additional regulations on this policy.

**8.0 Violations of the AI Policy:**

Violations of any section of the AI Policy may be subject to disciplinary action, up to and including termination. Violations made by a third party while operating an AI system on behalf of the City of Los Alamitos may result in a breach of contract and/or pursuit of damages. Infractions that violate local, state, federal or international law may be remanded to the proper authorities.