RESOLUTION NO. _____

A RESOLUTION ADOPTING AN ARTIFICIAL INTELLIGENCE POLICY FOR THE CITY OF BRYANT IN COMPLIANCE WITH ACT 848 OF 2025; AND FOR OTHER PURPOSES

WHEREAS, Act 848 of 2025, enacted by the Arkansas General Assembly and codified at Ark. Code Ann. § 25-1-128 et. seq., requires all public entities, including municipalities, to adopt a policy concerning the authorized use of artificial intelligence (AI) and automated decision tools; and

WHEREAS, the Act defines AI as a machine-based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments and it defines Automated Decision Tool as a system or service that uses AI and has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions; and

WHEREAS, the Act mandates that final decisions involving AI must be made by a human employee; and

WHEREAS, Section (d) of Act 848 specifically prohibits the use of AI and automated decision tools by public employees; and

WHEREAS, the Act further requires municipalities to provide employee training on the AI policy and to establish disciplinary procedures for violations of the policy; and

WHEREAS, the Arkansas Municipal League has made training resources available to assist municipalities in complying with Act 848;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF _____, ARKANSAS:

Section 1. The City hereby adopts the attached Artificial Intelligence Policy, which defines the authorized use of AI and automated decision tools by city employees.

Section 2. The policy requires that all consequential decisions involving AI tools must be reviewed and finalized by a human employee or authorized designee.

Section 3. The policy includes a prohibition on the use of AI and automated decision tools for the following purposes, as required by Section (d) of Act 848 of 2025:

- Expressing a personal political opinion to an elected official unless the opinion is within the scope of the employee's regular job duties; or requested by an elected official or public entity; or

- Engaging in lobbying an elected official on a personal opinion if the employee is a not a registered lobbyist for the city;
- Engaging in illegal activities or activities otherwise prohibited by federal law or state law;
- Intentionally overriding or avoiding the cybersecurity or system integrity procedures of the City.

Section 4. The City hereby adopts a disciplinary procedure for violations of the AI policy, which shall be incorporated into the City's employee handbook and enforced accordingly.

PASSED AND APPROVED THIS ____ DAY OF _____ 2025, BY THE CITY COUNCIL OF BRYANT, ARKANSAS.

Attest: _____
Chris Treat, Mayor

_____
Mark Smith, City Clerk

Artificial Intelligence Policy

City of Bryant

1. Purpose

This policy establishes guidelines for the authorized and prohibited use of artificial intelligence (AI) and automated decision tools by employees and contractors of the City of Bryant (hereinafter the City), in compliance with Act 848 of 2025, the same being Ark. Code Ann. § 25-1-128.

2. Definitions

- **Artificial Intelligence (AI):** A machine-based system that, based on human-defined objectives, can make predictions, recommendations, or decisions influencing real or virtual environments.
- **Automated Decision Tool:** A system or service that uses AI and has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions.
- **Employee:** Any person employed by the City.

3. Authorized Use

- AI and automated decision tools may be used to enhance efficiency, accuracy, and service delivery in city operations.
- All consequential decisions involving AI tools must be reviewed and finalized by a human employee or authorized designee.
- AI tools must not be used to make autonomous decisions without human oversight.
- **Key Rules**

    1. AI Is a Tool, Not a Finished Product

    - AI can help with writing, research, and ideas.
    - But people—not machines—must make all final decisions.

    2. Human Responsibility

    - **Human Review:** A person must always make the final decision, even when AI is used to assist.

- **<u>You must check all AI-generated content for accuracy.</u>**
- You can't use AI to replace your own judgment or creativity.

3. Using AI for Research

- You can use AI to help find sources or brainstorm.
- But final work must be based on real, verified sources, not just AI summaries.

4. AI-Generated Content

- You can use AI to edit or summarize your own writing—but you must review it.
- You can't send out AI-written documents without checking them first.

5. Grammar Tools Are OK

- Tools like spell check or grammar fixers are allowed.

6. Required Disclosures

- If AI writes something from scratch (like a memo or letter), you must say so.
    - Example: "This document was drafted in part using an AI tool and may contain errors. Please review for accuracy."
- If AI just helps edit or summarize your own writing, no disclosure is needed—but you still have to review it.

7. What You Can Do

- Use AI to help with research, writing drafts, or editing.
- Search engines like Google or Edge now show AI summaries at the top of a search —but you must always check the original sources and not rely on the summary.

8. What You Can't Do

You can't use AI to:

- Make final decisions for the city
- Write or send official documents without human review
- Issue citations, permits, or enforcement actions
- Make policy decisions or analyze data without checking it yourself
- Handle hiring, firing, or private personal information

- Create anything related to race, gender, or other protected traits

4. Prohibited Use

In accordance with Section (d) of Act 848 of 2025, AI and automated decision tools shall **not** be used by city employees to:

1. Express personal political opinions to elected officials unless within the scope of the employee's job duties or upon request by an elected official or public entity;
2. Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the city;
3. Engage in illegal activities or activities otherwise prohibited by federal or state law;
4. Intentionally override or avoid the security and system integrity procedures of the city.

5. Protecting Personal Information

Employees must **never input Personally Identifiable Information (PII)** into AI tools. This includes, but is not limited to:

- Full names of individuals
- Social Security numbers
- Driver's license or ID numbers
- Home addresses or phone numbers
- Email addresses
- Medical or financial records
- Employee or student ID numbers
- Photos of individuals without consent

6. Legal Rules

- Don't upload copyrighted material into AI tools.
- Follow all laws, including HIPAA, if applicable, and other privacy rules.

7. Training

- All employees are strongly encouraged to attend training on Act 848 and the proper use of AI prior to using AI on city business or equipment.
- Training shall be provided through the Arkansas Municipal League's ACE HUB's AI Training or other approved sources.

8. Disciplinary Action

- Violations of this policy may result in disciplinary action, up to and including termination, in accordance with the City's personnel policies and procedures.

9. Acknowledgment

I acknowledge that I have read and understood the Artificial Intelligence Policy. I agree to follow all rules, responsibilities, and guidelines outlined in the policy, including the appropriate and ethical use of artificial intelligence tools. I understand that violations of this policy and/or failure to comply with this policy may result in disciplinary action, up to and including termination.

_____ _____

Employee signature **Date**