



City of Vestavia Hills Artificial Intelligence Use Policy

I. Purpose

The City of Vestavia Hills recognizes that artificial intelligence (AI) technologies have the potential to enhance public services, improve operational efficiency and support informed decision-making across City departments.

The purpose of this policy is to establish general principles for the responsible use of artificial intelligence by the City while protecting privacy, promoting transparency and maintaining public trust.

This policy provides a high-level framework to guide the evaluation and use of AI technologies across City operations while allowing departments to responsibly explore emerging technologies.

II. Scope

This policy applies to:

- All City departments
- Employees, contractors, consultants, elected officials and partners acting on behalf of the City
- Artificial intelligence systems used to support City operations, services or decision-making

III. Definition

For purposes of this policy: Artificial Intelligence (AI) means a machine-based system capable of generating predictions, recommendations or decisions that assist or influence human decision-making.

IV. Guiding Principles

The City of Vestavia Hills will strive to follow these principles when adopting or using AI technologies:

- **Public Benefit:** AI technologies should support improved service delivery, operational efficiency, public safety and the overall wellbeing of the community.
- **Human Oversight:** AI tools are intended to assist City employees and shall not replace appropriate human judgment or decision-making.
- **Privacy Protection:** The City will protect sensitive information and ensure that the use of AI complies with applicable privacy and data protection laws.
- **Transparency:** The City will maintain transparency regarding the use of AI technologies in City operations when appropriate.
- **Fairness and Equity:** AI systems should be evaluated to reduce the risk of bias and unintended harm.
- **Security:** AI tools must comply with the City's cybersecurity and information security standards.

V. Governance and Collaboration

The responsible use of artificial intelligence requires coordination and collaboration across City departments. The City Manager may designate a department or staff member to help coordinate the evaluation and responsible use of AI technologies across the City.

This coordination may include collaboration with:

- Department Heads
- Information Technology staff
- The City Attorney's office
- The City Manager's office
- Elected officials
- Other relevant departments, depending on the proposed use of AI technology

Departments seeking to implement AI tools should work collaboratively with appropriate City staff to ensure that the proposed use aligns with this policy, applicable laws, cybersecurity standards and operational needs.

For significant or high-impact AI systems, the City Manager or their designee may convene a small internal review group consisting of representatives from relevant departments to evaluate potential operational, legal and public considerations.

VI. Responsible Employee Use of AI Tools

Users may employ approved artificial intelligence tools to support their work when doing so improves efficiency, research, drafting, analysis or service delivery.

When using AI tools, users should follow these general guidelines:

- AI tools should assist the user but not replace professional judgment.
- Users must review and verify AI-generated outputs before applying them in official City work.
- Confidential or sensitive City information should not be entered into AI tools unless the platform has been approved by City technology or information security staff.
- The use of AI tools must comply with applicable records retention, privacy and cybersecurity policies.
- Users remain responsible for the accuracy and quality of work produced with the assistance of AI tools.

VII. Innovation and Responsible Experimentation

The City of Vestavia Hills encourages responsible innovation and recognizes that emerging technologies may provide opportunities to improve municipal services and operations. Departments may explore and test new AI tools or applications that support operational efficiency, public service delivery, data analysis or internal processes.

When experimenting with AI technologies, departments should:

- Coordinate with the City's innovation and/or technology information staff when appropriate;
- Ensure that testing or pilot projects protect City data and comply with cybersecurity standards;

- Avoid using experimental tools for decisions that could significantly impact individuals or public services without appropriate oversight; and
- Employ pilot projects to evaluate potential benefits prior to broader implementation.

VIII. Prohibited Uses

AI systems shall not be used by the City for purposes that:

- Violate federal, state or local law;
- Infringe on constitutional rights or protected activities;
- Conduct social scoring or profiling of individuals; or
- Make fully automated decisions that significantly impact individuals without human oversight

IX. Compliance

All employees, contractors, consultants, elected officials and partners using AI tools on behalf of the City must comply with this policy and any related administrative procedures established by the City.

X. Policy Review

This policy may be reviewed and updated periodically to reflect changes in technology, law and community expectations.