



SAFETY DIRECTOR BULLETIN



ARTIFICIAL INTELLIGENCE SAMPLE POLICY & RISK MITIGATION CONSIDERATIONS FOR LOCAL GOVERNMENT ENTITIES

Artificial Intelligence (AI)'s impact on local government organizations is not fully known; however, technology and the use of AI are rapidly developing. It is anticipated by 2032, that Generative AI (Gen AI) will have significantly shifted the way people approach work productivity, as it is projected that 52% of all jobs will change as Gen AI integrates into automated tasks.¹ AI holds extraordinary potential to help solve urgent challenges while increasing the efficiency of everyday work. At the same time, irresponsible use could exasperate societal harm and undermine the public trust of government employees.

Although a local government entity might not sanction the use of AI or have equipment or software equipped with AI capability, employees likely have existing access to Gen AI systems available in agency software or through the use of other organizations or their own personal devices. Furthermore, AI goes far beyond Gen AI and includes many tools and applications that might be utilized by local governments or will be soon.

For these reasons, local government leaders must bring together the necessary stakeholders to develop and continually modify an organizational policy governing AI while consistently evaluating how AI might impact government operations and its constituents. Furthermore, numerous state and federal agencies are developing committees and task forces to assess the use of AI and its impacts on society.²⁻³ It is imperative that local government organizations also begin to discuss such emerging technologies and not wait until a flurry of reports from various organizations describes what action has or has not been taken concerning the use of AI by government officials.

It is recommended that local government leaders initially review the [Generative AI Sample Policy Template](#) and the [AI Risk Mitigation Considerations Worksheet](#) and form an AI Workgroup to finalize an AI Policy unique to their local government organization. Such actions will assist key local government leaders in determining what further actions need to occur and be in a better position to manage this rapidly evolving technology.

¹Kalser, L. (2024, 18 January). *By 2032, Generative AI Will Significantly Change Half of All Jobs, Report Says*. Retrieved from HR Drive: <https://www.hrdiver.com/news/jobs-at-risk-AI-replacement/706670/#:~:text=By%202032%2C%20generative%20AI%20will,struggle%20to%20find%20new%20employment>.

²New Jersey Courts. (2023, September 22). *New Jersey Courts*. Retrieved from Supreme Court Convenes Committee on Artificial Intelligence and the Courts: [Supreme Court Convenes Committee on Artificial Intelligence and the Courts | NJ Courts](#)

³Raymond, N., & Meken, S. (2024, January 25). *Reuters*. Retrieved from Two US Appeals Courts Form Committee to Examine AI USE: [Two US appeals courts form committees to examine AI use | Reuters](#)