

1510.00 Artificial Intelligence

Stakeholder Review: 04/22/26-05/22/26

Refer:

- MCPR 3-35 Use of Information Technology
- MC Administrative Procedure IT-4 Generative Artificial Intelligence Use and Procedures
- MCSO Approved AI List: Approved Software, Uses, and User Groups

Definitions:

- Generative Artificial Intelligence (Generative AI) – Is a type of artificial intelligence (AI) system capable of generating text, images, or other media in response to prompts. Generative AI models learn the patterns and structure of their input training data by applying neural network machine learning techniques and then generate new data that closely resembles the original training data. Used interchangeably with AI in this policy.
- Large Language Models (LLM) - A category of deep learning models designed for Natural Language Processing (NLP) tasks. They analyze patterns within spoken and text data to enhance the understanding and generation of computer-based spoken and written language. These models have hundreds of billions of parameters and may be trained on the whole of the internet and third-party licensed data.
- Microsoft Copilot - An AI-powered companion designed to enhance productivity and creativity across various Microsoft products and services. It acts as a digital assistant, leveraging Large Language Models to help users with tasks like writing, summarizing, creating presentations, and more. Copilot is integrated into Microsoft 365 apps, Windows, and even available as a standalone app on different platforms.
- Tenant - Is a dedicated and isolated instance of Microsoft Entra ID that represents a single organization.

Policy:

1. Technology such as Generative Artificial Intelligence (AI) can increase MCSO efficiencies; however, the MCSO recognizes that AI can also involve risks, including the potential for bias.
2. To decrease the potential for harm and to optimize the benefits of AI, this policy defines authorized and prohibited uses of AI for MCSO members and outlines member responsibilities to ensure clear guidance and adherence to MCSO expectations when utilizing AI.
3. The MCSO will regularly review and update this policy to keep it aligned with ethical, legal, and technological advancements in AI.
4. As MCSO integrates AI into existing applications members may utilize AI per the procedure below.
5. Members that choose to utilize AI are responsible for their work product.

Procedure:

1. Approved Uses.
 - 1.1. The MCSO participates in Multnomah County's AI Steering Committee.
 - 1.2. The CJIS Manager, in collaboration with the Chief of Business Services, shall provide recommendations for Generative AI systems to the Sheriff that have been vetted via the Steering Committee.
 - 1.3. Members shall only use Generative AI systems that have been approved by the Sheriff. Members shall adhere to all usage restrictions for such systems.
 - 1.4. The CJIS Unit shall maintain a list of all MCSO approved Generative AI software, acceptable uses, and authorized user groups.
 - 1.5. Any member may request a review of new AI systems by contacting the Division Chief through their chain of command.
 - 1.6. Generally, unless noted otherwise on the MCSO Approved AI List, members that have completed applicable training may:
 - 1.6.1. Use MCSO approved Generative AI software to create a product for internal or external use that will be reviewed (and edited if necessary) by a human before publication.
 - 1.6.2. Use MCSO approved Generative AI software to brainstorm ideas that will be reviewed (and edited if necessary) by a human before publication.
 - 1.6.3. Use MCSO approved Generative AI software to draft internal or external County messages that will be reviewed (and edited if necessary) by a human before publication.
 - 1.6.4. Use MCSO approved Generative AI software to help write or improve a formula, query, script or code, that will be reviewed (and edited if necessary) by a human before use.
 - 1.7. Members must comply with all MCSO agency policy (i.e., communications, chain of command, official correspondence, etc.) when utilizing Generative AI.
2. Prohibited Uses.
 - 2.1. Generative AI shall not be used in reports intended to capture the writer's perceptions and / or actions taken during an event or incident. Examples include law enforcement offense reports, corrections disciplinary reports, and control event reports.
 - 2.2. Members may not store output from AI in non-CJIS protected storage.
 - 2.3. Members may not use outputs from Generative AI without thoroughly reviewing and validating the content before publication.
 - 2.4. Public AI tools are prohibited for MCSO business purposes; use of AI is limited to MCSO's tenant or embedded tools within other approved software.
3. Member Responsibilities.

- 3.1. Members approved to use AI must complete applicable PoliceOne training to receive a license.
 - 3.2. AI software must be accessed via a paid account, or a Multnomah County Sheriff's Office maintained resource or approved access method, such as a portal. Members may use AI services embedded in existing software such as Microsoft products provided they have been reviewed by the CJIS Unit against enterprise software standards and an approval has been granted by the CJIS Unit.
 - 3.3. Members are responsible for reviewing and verifying the accuracy of any information produced through the use of Generative AI before using the information for any published electronic or printed content.
 - 3.4. Members should thoroughly review content generated by AI to reduce the risk of bias, or potentially offensive or harmful material, and change or remove content as necessary.
 - 3.5. Members must maintain the confidentiality of all information either provided to or obtained through the use of AI. This includes protecting the privacy of any individuals or entities whose information may be accessed, processed or discussed through the use of AI.
 - 3.6. Members must comply with all applicable information laws, regulations, and MCSO policies and take appropriate security measures to safeguard MCSO data when using AI.
 - 3.7. Members should remain cognizant that use of AI to generate meeting minutes or transcriptions may meet the definition of a public record and as such should remain professional in speech.
 - 3.8. Members will be transparent when utilizing AI with the public and with members within the MCSO and announce or attribute one's use of AI as necessary.
4. Attribution.
 - 4.1. The use of Generative AI and the resulting product(s) may need to be attributed, referenced and cited in any electronic or paper material produced and published.
 - 4.2. Attribution should include a description of the source application, how it was used, how the material was edited, by whom, and the date. For example: "Microsoft Copilot was used to generate the charts and data referenced above. The content was reviewed and verified before being published by Sam Smith, MCSO P&R Unit, on 06/15/2025."
 - 4.3. Content that isn't edited substantially must be attributed.
5. Intellectual Property.
 - 5.1. Content produced by generative AI systems may include copyrighted material. AI systems may be "trained" using data (text, images, etc.) that has

been sourced from the internet without regard for copyright or licensing terms. It is extremely difficult to determine what content was used to train an AI system, and difficult to verify whether AI-generated content is wholly original or only a slight stylization of existing copyrighted material. Nevertheless, MCSO members are required to perform due diligence, such as performing a Google image search, to ensure that no copyrighted material is published by the MCSO without proper attribution or without obtaining proper rights. If there are questions, please email aicopyright@multco.us.

6. Records Retention.

6.1. Any product created by AI may meet the definition of a public record. These records must be managed in compliance with County Retention Rules, Oregon Public Records Law, and MCSO policy and procedures.

History:

- Originating Policy:
- Next Review:
- Review By:

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