<div align="center">**ARTIFICIAL INTELLIGENCE POLICY**</div>

CITY OF:_____ **POLICY NO:** _____

<div align="center">**DATE ADOPTED:**_____</div>

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 _____ (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.

4. PROHIBITED USE
In accordance with Section (d) of Act 848, AI and automated decision tools shall not be used by city employees to:
- 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;
- Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the city;
- Engage in illegal activities or activities otherwise prohibited by federal or state law;
- 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. TRAINING
- (Optional – decide on whether to include) All employees using or interacting with AI tools must complete training on AI and this policy prior to using AI on city business or equipment. OR 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 AI Training or other approved sources.

7. 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.

8. 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.

_____   _____
<div align="center">**EMPLOYEE SIGNATURE**   **DATE**</div>