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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Artificial Intelligence (AI)  
**POLICY NUMBER:** 7228

**7228.1** Butte County Mosquito and Vector Control District (District) recognizes that Artificial Intelligence (AI) tools can enhance service quality and operational efficiency. This policy establishes guidelines for the responsible, ethical, and secure use of AI as well as defines acceptable and unacceptable use of AI. It aims to enhance operational efficiency and innovation while safeguarding data privacy, public trust, and legal compliance.

**7228.2** This policy applies to all District employees, Trustees of the Board, vendors, contractors, and volunteers.

**7228.3** Only purchased AI platforms shall be used for District business.

**7228.4** The following principles must be followed when using AI:

**7228.4.1 Accountability:** Human oversight is required for all AI assisted decisions. AI generated products (i.e. pictures, reports, statistics, etc..) must be reviewed by an individual to ensure information was not taken from copyrighted materials off the web and products of AI do not infringe copyright or other intellectual property laws such as patent, trademark, or trade secret laws.

**7228.4.2 Transparency:** AI usage must be documented and explainable to the extent practical. District personnel must understand how AI outputs are generated and the limitations of those outputs.

**7228.4.3 Security and Privacy:** AI systems must protect District data, infrastructure, and privacy obligations. AI systems must not introduce unacceptable cybersecurity risks.

**7228.4.4 Reliability:** AI outputs must be validated prior to operational use. Users must verify the accuracy and relevance of AI-generated information.

**7228.5 Acceptable Use:** District personnel may use AI tools for the following purposes:

- Drafting administrative documentation
- Research and information summarization
- Data analysis or operational insights
- Software development assistance
- Non-sensitive operational support

All AI-generated outputs must be reviewed and validated by District personnel prior to use in official communications or operational decisions. Employees remain responsible for the content and outcomes produced using AI tools.

**7228.6 Prohibited Use:** District personnel shall not:

- Enter confidential or sensitive District data into public AI platforms.
- Upload internal documents containing restricted information to AI services without management approval.
- Use AI systems to make automated decisions affecting personnel, regulatory enforcement, or public services without human oversight.
- Use AI for deceptive, fraudulent, or unethical purposes.
- Unauthorized access to systems or data using AI.
- Use of AI for surveillance without legal authorization.
- Using AI for unlawful, harmful, or discriminatory purposes.

**7228.7 Data Protection Requirements:** To prevent unauthorized data disclosure, the following information shall not be entered into AI systems:

- Personally identifiable information: Names combined with Social Security numbers, driver's license numbers, physical address, phone number, and/or medical records.
- Confidential personnel and resident records: Performance evaluations, disciplinary actions, and private information about District employees or residents.
- Sensitive financial records: Credit card details, bank account numbers, and tax information.
- Legally protected information: Attorney-client privileged documents, pending litigation records, investigative records, attorney work product, or information protected under HIPAA or state privacy laws.
- Non-public records: Pre-decisional communications and other information that has not yet been released to the public under public records requests.
- Proprietary information: Trade secrets not available to the public, proprietary software code, and security protocols for infrastructure, such as but not limited to internal cybersecurity configurations, network diagrams, security incidents or vulnerability information.

When uncertainty exists regarding the sensitivity of information, employees must consult with members of management prior to using AI tools.