SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
ARTIFICIAL INTELLIGENCE

Purpose-

The purpose of this policy is to establish guidelines for the responsible acquisition, development, deployment, and use of Artificial Intelligence (AI) systems within Salt Lake County, ensuring that AI is used in an ethical, transparent, and accountable manner.

Reference -

The policy and standards set forth herein are provided in accordance with Chapter 2.98 - Information Technology Advisory Board (TAB). Also referencing the following:

Salt Lake County Policy 1400 – Information Technology Policy and Standards

Salt Lake County Policy 1400-1 - Acceptable Use Policy

Salt Lake County Ordinance Chapter 2.98 - Information Technology Advisory Board (TAB)

Salt Lake County Policy 2010 GRAMA

Salt Lake County Policy 2020 Records and Information Management

Utah Code Ann. § 63A-19 – Government Data Privacy Act

National Institute of Standards and Technology (NIST) AI Risk Management Framework

Information Technology Infrastructure Library (ITIL) standards

1.0   Scope

All Salt Lake County employees and contractors, consultants, volunteers, and others with a business association with Salt Lake County shall adhere to this policy insofar as they use resources and systems owned or leased by Salt Lake County or any device that connects to any Salt Lake County network or resides at a Salt Lake County facility.

2.0   Definitions

Artificial Intelligence (AI)
The simulation of human intelligence processes by computer systems, including learning, reasoning, and self-correction.

Generative AI (GenAI)
The development and deployment of artificial systems that can generate novel content by relying on large language models, data sets, and other methods of machine learning, including inputs from humans.

AI Model
A mathematical representation of a real-world process trained using data and algorithms to

autonomously perform analysis, make predictions or decisions, or generate data, text, images or video.

Personally Identifiable Information (PII)
Any information that is linked or can be reasonably linked to an identified individual or an identifiable individual.

Public AI Model
An AI model that is accessible to the public or used in public-facing applications.

Private AI Model
An AI model used internally by the County, not accessible to the public.

Hallucinations
Instances where an AI system generates or presents information that is false, nonsensical, or not based on its training data or input. These can manifest as fabricated facts, illogical connections, or non-existent information presented as truth.

Large Language Model (LLM)
A category of AI models pre-trained on vast amounts of data, capable of understanding and generating natural language and other types of content to perform a wide variety of tasks.

3.0   Policy Statement

It is the policy of Salt Lake County to ensure that AI systems are acquired, developed, deployed, and used in a manner that is lawful, ethical, and aligned with the County's values and the public interest.

3.1   Guiding Principles – It is the design of this policy to:
   a. Encourage learning, use, and exploration
   b. Protect privacy
   c. Maintain human accountability
   d. Work towards fairness and transparency

3.2   Acquisition and Approval –
   a. It is the policy of Salt Lake County to implement technology using streamlined standards wherever possible to encourage efficiency and collaboration.
   b. Pre-approved AI tools: County employees may use pre-approved AI software tools in accordance with the County's General IT Standards List for Purchases.
   c. Non-standard AI tools: Requests for non-standard AI software shall follow the County's current IT request process.
   d. Tool review may be requested through IT and will be evaluated by the CIO (or delegate). Approved requests shall be presented to TAB as informational.

3.3   Vendors and Purchasing –
   a. Salt Lake County seeks to provide transparency and accountability among vendors in the use and integration of AI tools and models.
   b. Notification: Vendors must inform the County when incorporating AI tools

into existing products or services used by the County.

    c. New purchases of AI tools or tools utilizing AI as part of their offering shall comply with this policy.

    d. County's Right to Decline: The County reserves the right to decline the application of AI features in vendor products if they are deemed unsuitable or do not comply with this or other County Policies.

3.4   Public and Private AI Models –

    a. Salt Lake County recognizes the inherent utility of AI models and wishes to establish guardrails for appropriate use of Public vs. Private AI models.

    b. Public Models: Public AI models must not use or incorporate PII under any circumstances. Users of AI should assume that Public AI models do not provide any material protection of data and should not be used to share or process private, restricted, proprietary,or sensitive information.

    c. County agencies should recognize that the sharing of data, including uploads of files, data, or prompts represents a loss of control of that data. It is the responsibility of the agency and user to review all data prior to sharing with any public models recognizing that such sharing represents a loss of control over that data.

    d. Private Models: Private AI models may use PII only with strict access controls and close monitoring for data leakage. Strict data protection measures must be in place to prevent unauthorized access or disclosure of PII.

    e. Data Segregation: Public and private AI models must be clearly segregated, with appropriate access controls and data management practices to ensure the protection of sensitive information. Responsibility for data segregation lies with the individual user and the agency under which they are operating.

3.5   Data Privacy and Security –

    a. AI systems shall comply with current privacy laws and regulations as well as County policies.

    b. Acceptable Use: The use of AI tools must be consistent with the County's Acceptable Use Policy [1400-1].

    c. Data Protection: County data or records containing PII or other protected information must not be used outside of private AI models with access limited only to appropriately authorized users (see County Policy 2020).

3.6   Bias Mitigation and Fairness –

    a. Recognizing complete elimination of bias in AI models is impractical, County implementations shall, wherever practicable:

       1. Work to understand potential bias in AI systems and review outputs to maintain alignment with County standards and policies.

       2. Review all outputs and products of AI systems prior to their application in either internal or public systems, documents, or media such that they are comfortable treating those outputs as their own work product.

3.7   The use of AI shall be governed by the highest standards of legal and ethical behavior.

    a. The term "use" as applied in this Policy refers to creation, maintenance, retention, storage, transfer, dissemination, or publication of materials,

  documents, text, or images of all kinds by means of AI.
 b. All applicable laws and regulations regarding ethical behavior in Salt Lake County apply to the use of AI, including but not limited to:
  1. The County Officers and Employees Disclosure Act, Utah Code Chapter 17-16a;
  2. The Salt Lake County Ethics Code, Salt Lake County Code of Ordinances, Chapter 2.07; and
  3. Salt Lake County HR Policy 3-300, Standards of Conduct.
 c. The following general ethical principles are applicable to the use of AI in the County Workplace:
  1. Those using AI shall strive to act responsibly and thoughtfully at all times in the use of AI.
  2. The use of AI should be transparent and traceable to the extent possible.
  3. The use of AI shall be characterized with a constant respect for privacy.
 d. Those who use AI shall take care to be aware of and follow emerging legal requirements, ethical principles, and industry standards which improve both the productive and ethical use of AI.
 e. Those who use AI shall strive to be aware of and avoid, where possible, all bias, including implicit or hidden personal biases, in the use of AI.

3.8 Use of AI –
 a. It is the policy of Salt Lake County to encourage the use of exploration and learning in the realm of AI with an eye towards more efficient and effective service to our various constituents.
 b. Appropriate Use: AI must not be used for activities that are harmful, illegal, or in violation of County policy.
 c. All outputs of AI systems are the responsibility of the individuals and agencies utilizing those systems.

3.9 Human in the loop –
 a. Significant decisions affecting constituents or County operations that involve AI assistance must include human review and accountability.
 b. While employees of the County may use AI to produce content, individuals and their agencies are ultimately accountable for any product delivered.
 c. While employees of the County may use AI to aid in analysis and decision making, individuals and their agencies are ultimately responsible for those decisions.

4.0 Governance

4.1 An AI Advisory Committee shall be established to provide guidance and regular review of AI systems used by the County.

4.2 The AI Advisory Committee may recommend AI specific standards for systems and use to be incorporated into existing IT Standards or as standalone guidance to the County Technology Advisory Board (TAB). TAB may adopt the Committees recommendations by a majority vote of the board.

Signature page follows

APPROVED and ADOPTED this _____ day of _____, 2025.

SALT LAKE COUNTY COUNCIL

_____
Dea Theodore, Chair

ATTEST:

_____
Lannie Chapman, County Clerk

**Reviewed as to Form
and Legality**
Salt Lake County
District Attorney's Office