

CITY OF LEAVENWORTH, WA

RESOLUTION NO. 07-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, ADOPTING AN ARTIFICIAL INTELLIGENCE USE POLICY TO ESTABLISH CLEAR GUIDELINES MEANT TO ENCOURAGE PURPOSEFUL AND RESPONSIBLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN CITY WORK

WHEREAS, artificial intelligence (AI), including generative AI, has the ability to expand the breadth and depth of creativity across all skill levels, produce quality content and enable the quick gathering and analysis of data to improve the delivery of City services to the public; and

WHEREAS, City Departments would like to employ AI to increase efficiencies in operations; and

WHEREAS, AI must be utilized with great care as it has been shown to have the potential of perpetuating security risks, among other potential negative impacts; and

WHEREAS, a careful, prudent and well-planned AI policy may protect against misuse and drive innovation, support increased efficiencies in operations and improve experiences for community engagement; and

WHEREAS, the City of Leavenworth is committed to the responsible and ethical use of AI; and

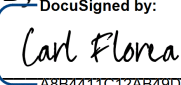
WHEREAS, the City has wishes to adopt a formal policy outlining requirements for the use of AI for City employees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Leavenworth, Washington, as follows:

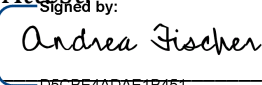
1. The City hereby adopts the Artificial Intelligence (AI) Policy that is attached hereto as Exhibit A, which is incorporated herein by this reference.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 14th day of April, 2026.

CITY OF LEAVENWORTH

By: DocuSigned by:

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Carl J. Florea, Mayor

Attest: Signed by:

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Andrea Fischer, City Clerk

Artificial Intelligence (AI) Policy

Executive Summary

The purpose of this policy is to set forth requirements for the use of generative AI. City departments and employees will use this policy to guide their use of generative AI and ensure its use is ethical and corresponds with the City's goals and expectations. The goal of this policy is to set reasonable employee expectations and empower the use of generative AI on tasks for which its use is ethical, helpful to the employee, and plainly creates a product that a human could have produced.

Key components of these goals that will be detailed in this policy include:

- Ensuring data privacy for sensitive information.
- User competency and education.
- Transparency of use.
- Appropriate retention of records created.

Definitions

AI – Artificial Intelligence refers to the simulation of human intelligence in machines that are designed to think and act like humans. This includes learning, reasoning, problem-solving, perception and language understanding.

Generative AI – A subset of AI that focuses on generating new content, such as text, images or music based on existing data. It uses algorithms to create new data patterns and outputs that mimic human creativity, it can create content, including text, images audio or video when prompted by a user.

GPT – Models that are trained on large datasets to understand and generate human-like text. They are pre-trained on a diverse range of internet text and can perform various language tasks with minimal fine-tuning. (i.e. ChatGPT, Anthropic, Gemini, Copilot)

Confidential/Non-Public Data – Confidential information that is protected from disclosure or release by law. Examples include social security numbers, driver's license numbers or a Washington identification card number, account numbers (e.g. utility account), credit card numbers, security codes or passwords. Additionally, it includes data held in personnel records, such as residential phone numbers and addresses, personal cell phone numbers and emergency contact information.

Publicly Accessible Generative AI – An AI system not isolated to or owned by the City, but rather available for any person to access and use via the internet.

Purpose

The goal of generative AI in the workplace is to mimic human behaviors. This goal inherently comes with benefits and risks. To mitigate these risks, it is vital that employees apply vigilant oversight to ensure a quality product and safety of information. Examples of the need for oversight encountered by most individuals include autocorrect on smartphones and email applications that suggest changes which are sometimes helpful, but do not always understand the context or needs of the task at hand. Human oversight is required to avoid miscommunications. Generative AI requires the same oversight and discretion as autocorrect and should be used by employees accordingly and with caution.

Employees are responsible and accountable for thoroughly reviewing documents, material, and information produced by generative AI. Additionally, employees are expected to provide close examination for incorrect information, factual inaccuracies, exaggeration of data, misspellings, and other errors.

It is our goal to permit reasonable and responsible experimentation with generative AI to gain efficiency in everyday tasks such as sending emails, drafting job descriptions, and other administrative tasks. The use of generative AI is not something to take lightly. It has potential risks and repercussions, as well as potential benefits. This policy seeks to provide clear direction for employee use of generative AI by setting clear expectations and guidelines for when and how to employ its use.

Scope

Everyone who uses generative AI within the scope of their employment with the City is responsible for abiding by the standards set forth in this policy. Specifically, all City employees, vendors working on behalf of the City, volunteers, and departments are subject to this policy.

This policy applies to all applications and systems that use generative AI including ChatGPT, Google AI, Microsoft Copilot, Gemini, Apple Intelligence, and all other generative AI platforms.

This policy applies to all material obtained from the platforms mentioned above in which artificial intelligence is used to mimic a human in the production of documents and/or materials.

AI Guiding Principles

Empowerment. Employees are empowered to reasonably experiment with using AI. It is up to the individual employee to exercise judgement when employing the use of generative AI in their work and to apply the oversight principles established in this policy.

Transparency and accountability. Generative AI inherently comes with unknowns that both the City and employee will learn to navigate. The use of generative AI in the workplace has the potential to come at a cost. While acknowledging this fact, it is expected that supervisors and employees work together to find a good balance to successfully deploy the use of generative AI.

Use of Generative AI

Don't use confidential information or non-public data while working in generative AI platforms. State law restricts the sharing of Confidential/Non-public data with unauthorized third parties, including publicly accessible generative AI or GPT systems.

Don't use a foreign language that you do not understand while working in generative AI platforms.

Don't expect that text will be easily understood by all speakers.

Do alert the IT department regarding suspicious interactions while working in generative AI.

Do cite and/or provide a footnote on all material produced with generative AI.

As a rule, generative AI should be used only if the systems are reliable and the person employing their use has read this policy, understands and agrees to its conditions, and has a reasonable knowledge of generative AI safety. Generative AI is expected to be used ethically, and employees are always expected to disclose its use in their work products. Generative AI is to be used in situations where it can be reasonably expected to replicate a product generated by a human and does not require the analytical reasoning of a person.

Responsibility for generative AI systems belongs to the IT department and it is their responsibility to oversee directing the use of generative AI, resources and policies pertaining to the use of generative AI, and projects and services that employ the use of generative AI. Questions and concerns regarding the use of generative AI within the City's technology infrastructure should be directed toward this department within a reasonable timeframe.

Additionally, the IT Department is responsible for creating and maintaining a comprehensive plan for educating and training employees about the use and responsibilities of generative AI.

Attribution, Accountability, and Transparency of Authorship

Employees are responsible for the following when using generative AI.

- The material produced and/or published.
- Reviewing content.
- Checking the accuracy of information generated by AI and scanning for bias.

Employees are expected to explicitly state when a project includes information generated by AI. This can include but is not limited to including a footnote in documents, adding a note in parenthesis, adding a disclaimer at the end of a document, etc. Additionally, employees are to include the type and version of generative AI software used. Disclosure of generative AI use builds trust between employer and employee.

If documents are for public consumption and generative AI was used in the writing process, its use should be plainly stated. It is important to be transparent about the use of generative AI, especially during its initial introduction when people are more likely to be skeptical about its practical applications.

Reducing Bias and Harm

Employees are responsible and will be held accountable to ensure that anything published on behalf the City is reviewed and complies with any necessary regulations pertaining to bias and harm.

Data Privacy

Generative AI actively learns by what is typed into its system. Thus, information is not private. Employees must exercise caution when it comes to typing information into generative AI systems. RCW 42.23.070 lists prohibited acts for “municipal officers” which includes guidelines for disclosing confidential information. Inserting private or confidential information into a generative AI system that houses the information as learned data is contrary to law and strictly prohibited.

Public Records

In addition to the privacy concerns mentioned above, all materials associated with generative AI (inputs and outputs) will be considered public record and have the potential for public disclosure. This includes prompts, uploaded documents, context provided to AI systems, intermediate drafts, and final AI-assisted outputs.

Records Retention and Disposition

The City retains AI-related public records in accordance with chapter 40.14 RCW and the Washington State Archives’ Local Government Common Records Retention Schedule (CORE) and any program-specific local government schedules. Minimum retention is governed by the applicable DAN (Disposition Authority Number). Records designated “Archival” must not be destroyed; “Archival (Appraisal Required)” records must be appraised by the State Archives prior to disposition. No destruction may occur while records are subject to a public records request or legal hold; retention is suspended until the request or litigation is resolved. Destruction or transfer must follow approved schedules and the procedures of RCW 40.14; no public record may be destroyed without lawful authority.

Final Considerations

- Knowledge base or AI output data may not be the latest information available. Many AI language models may be more than a year old.

- Generative AI systems can fabricate answers, citations and articles. None of the output should be trusted without verification and validation of the answers.
- Staff should not assume copyright or intellectual property status of any generative AI system output. Terms of service, end-user license agreements and other click-through or similar documentation may add restrictions to the usage of the output.
- Using generative AI to draft any record, formal document or publishable document items must include a thorough manual check of all data as part of the workflow.
- If entering City specific data, staff should ensure the terms of use include policies around data retention and protection. If uncertain, they should contact the City Clerk for guidance. Any City data retained by the platform should be purged upon termination. Additionally, no City data should be sold or transferred to third parties.
- Paid subscriptions to generative AI platforms may offer more favorable terms and conditions and are generally preferred over free/public versions.

Exceptions

Exceptions to any of the requirements and standards put forth in this policy must be approved by a special request directed to the City Administrator.