Generative AI Guidelines for City Staff

The purpose of this notice is to advise members of the recently released guidelines for City staff on Generative Artificial Intelligence (AI), which is a new form of technology that is now widely available to use online or with free applications, like ChatGPT.

As City staff, it is each of our responsibilities to ensure that we use technology responsibly and equitably. Please work with our IT team prior to using Generative AI in your work.

What is Generative AI?

Generative AI refers to new software tools that can produce realistic text, images, audio, video, and other media based on a prompt provided by the user. Common generative AI applications include ChatGPT, Bard, and Dall-E. These tools use large sets of text and image data culled from the Internet to produce content that mimics human creativity. Because data from the internet often includes gender, racial, political, and other biases and inaccurate information, there is potential for AI-generated content to propagate biases and regurgitate misinformation.

To help staff who choose to use these tools comply with city policies, the City has provided Generative AI Guidelines for City staff, contractors, consultants, and volunteers.

Top 3 Guidelines for using Generative AI Technology Responsibly
1. **Always** fact check AI-generated content before using it.
2. **Always** disclose usage of Generative AI in your output.
3. **Never** enter sensitive information into public Generative AI tools, like ChatGPT. The information you enter can be viewed by the companies that make the tools, and in some cases, members of the public.

For more guidance and information, please read the full ▮▮▮▮▮▮▮▮▮▮▮

Please know that Generative AI is a rapidly developing form of technology, and we expect that these guidelines will change as the technology, legislation, and regulations evolve. If you choose to use Generative AI during your City work, please stay vigilant and flexible, and keep in mind that **you are responsible for the work that you produce, no matter what tools that you use**.

Our department will continue to work with the Mayor's Office, City Administrator's Office, Department of Technology, and other stakeholders to provide you with helpful information about this emerging technology. Our department will also be engaging in discussion about the potential uses of AI to improve departmental operations.

If you have any questions, please reach out to the Technology Division via email ▮▮▮▮▮▮▮▮▮▮▮

WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org, who will provide additional information.

Safety with Respect