COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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I.   PURPOSE

The purpose of this policy is to establish a governance structure for Artificial Intelligence (AI) systems and technologies used by, or on behalf of, the County of El Dorado.

The key objectives of the policy are to:

A. Define roles and responsibilities related to the County of El Dorado usage of AI systems and technologies.

B. Provide guidance that is clear, easy to follow, and supports decision-making for all users who may be purchasing, configuring, developing, operating, or maintaining AI or leveraging AI systems and technologies.

C. Ensure that when using AI systems, the County of El Dorado or those operating on its behalf, adhere to the Guiding Principles described below that represent values with regard to how AI systems and technology are purchased, configured, developed, operated, or maintained.

D. Establish and maintain processes to assess and manage risks and values presented by AI systems used by the County of El Dorado.

II.   DEFINITIONS

A. **Artificial Intelligence (AI):** A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.

B. **AI System/Technology:** Any data system, software, hardware, application, tool, or utility that operates in whole or in part using AI. AI systems and the data contained therein will be purchased, configured, developed, operated, and maintained following the A-13 Computer and Network Based Information Systems Policy.

C. **Data Owner:** Individuals who have direct responsibility for the data that resides and/or is primarily used within their department. The owner is accountable for classifying the data and reviewing the classification.

D. **Protected Data:** Applies to data that must be kept private under State, Federal, County, Tribal, and/or Local regulations.
      1. PII - Personally Identifiable Information
      2. HIPAA - Health Insurance Portability and Accountability Act

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3. CJIS - Criminal Justice Information Systems
4. PHI - Protected Health Information
5. PCI - Payment Card Information

E. **User:** All employees, volunteers, contractors, and any other individuals who have access to and use AI systems and or tools on behalf of El Dorado County.

III.   SCOPE

The policy applies to all El Dorado County Computer Users, approved external users, as well as all authorized devices connected to the El Dorado County information domain.

County departments with their own network resources (e.g., EDSO) are not subject to the provisions of this policy, as they must maintain their own usage, security, and support policies. These departments are required to comply with and are following comparable Federal or State information security requirements imposed as a condition of their access to confidential and/or protected information.

IV.   GUIDING PRINCIPLES FOR THE RESPONSIBLE USE OF AI SYSTEMS AND TECHNOLOGY

A. **Security & Safety:** AI systems should maintain confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use. Implementation of AI systems should be reliable and safe, and minimize risks to individuals, the community, and County equipment and software.

B. **Effectiveness:** AI systems should be reliable, meet their objectives, and deliver precise and dependable outcomes for the utility and contexts in which they are deployed.

C. **Privacy:** Privacy shall be preserved in all AI systems by safeguarding personally identifiable information (PII) and any other sensitive data from unauthorized access, disclosure, and manipulation.

D. **Accountability:** Roles and responsibilities govern the deployment and maintenance of AI systems. Users are responsible for verifying the accuracy, appropriateness, and reliability of outputs generated by AI and ensuring that the use of AI aligns with County policies, legal requirements, and the public interest.

E. **Equity:** AI systems should be designed and used in ways that promote fairness and inclusion. Bias or discrimination in AI systems should be effectively managed to ensure equitable outcomes and so that no individual or group is unfairly disadvantaged.

F. **Transparency:** The purpose and use of AI systems should be proactively communicated and disclosed to the public. An AI system, its data sources, operational model, and policies that govern its use should be documented and easily understandable.

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G. **Workforce Empowerment:** County employees should be equipped with the knowledge and tools needed to effectively and responsibly use AI systems to enhance their work and support innovative solutions to organizational challenges, streamline workflows, and create operational efficiencies.

H. **Human-Centered Design:** AI systems should be developed and deployed with a human-centered approach that evaluates AI powered services for their impact and adherence to these guiding principles. AI systems/technology should enhance, not replace, human judgement.

V. POLICY

A. **Roles and Responsibilities:**
1. The Chief Information Officer (CIO):
   - i. Oversees the implementation of this policy.
   - ii. Approves, denies, or blocks the use of specific AI systems or technologies.

2. Department Head:
   - i. Communicating to their department the proper use of AI systems in alignment with this policy and applicable laws and regulations.
   - ii. Must report any misuse of AI system/technologies in accordance with this policy to the Information Security Officer (ISO).
   - iii. May prohibit the use of specific AI systems/technologies within their respective departments.
   - iv. May select a designee as the department AI Lead.

3. Department Head or designee as AI Lead:
   - i. Ensure the department is following security practices and report concerns regarding AI systems/technologies to the Information Security Officer (ISO).
   - ii. Inspect the usage of AI systems/technologies and require a department to alter or cease its usage of AI systems, if appropriate.
   - iii. Must complete an annual assessment to understand the use of AI within the department.

4. The Information Security Officer (ISO):
   - i. Will obtain technical documentation about AI systems using the AI Fact Sheet or create equivalent documentation if internally developing the AI system.
   - ii. Will conduct review of the department's request to assess the potential risk of the AI system/technology, aligning the assessment with the National Institute for Standards and Technology (NIST) and Artificial Intelligence Risk Management Framework (AI RMF).
   - iii. May require a data usage protocol for the requesting department to implement.
   - iv. Will make recommendation of approval, denial, or block of an AI system or technology to the CIO.

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     v. May monitor AI use Countywide.

     vi. May at their discretion, inspect the usage of AI systems/technologies and require a department to alter or temporarily cease its usage of AI systems or a partner's usage of AI systems/technologies on behalf of the department, when appropriate. Approval from the CIO is required for permanent discontinuation of use.

     vii. Will maintain a list of approved AI systems and technologies.

5. Users:

     i. Use AI tools only for their intended purpose and in accordance with any applicable laws and regulations.

     ii. Maintain human oversight by exercising sound judgement, verification, and review of AI sources, information, or products.

     iii. Users must review the output for word choice, tone, and partiality or unfairness towards specific demographics.

     iv. Report any issues, malfunctions, unexpected outcomes, misuse, or potential breaches to their Department Head and the ISO.

     v. Use of County network resources to log into a personal account for an AI product is strictly prohibited. All AI system access using County network resources must be County-approved and conducted through authorized County credentials.

     vi. All users of County network resources who interact with AI systems and technologies must complete an annual training for acceptable AI use.

B. **Guiding Principles for Responsible AI Systems and Technology:**
When purchasing, configuring, developing, operating, or maintaining AI systems, the County of El Dorado will uphold the Guiding Principles for Responsible AI Systems and Technology. Procurement of AI systems must be consistent with C-17 Procurement Policy, A-13 Computer and Network-Based Information Systems Policy, and the AI governance processes, which shall also apply to County contractors and vendors.

C. **Incident Response:**
In the event of a security or safety incident involving the use of the AI system/technology, the department shall immediately follow the A-14 Incident Response Policy.

D. **Enforcement**
Violation of this policy may result in disciplinary action, up to and including termination of employment.

VI. **PROCEDURE**

A. The Information Technologies department shall develop detailed procedures guides to implement the AI Policy.

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B. These supporting technology-specific procedures are subject to changes as required and may be updated and re-published as necessary by the CIO. All changes shall be reviewed by the Information Technology Steering Committee.

C. In the event there is a question regarding the interpretation of this Policy or the supporting Procedures and Guidelines, the CAO in consultation with the CIO, ISO, and appropriate department head(s) or AI lead(s) shall be responsible for interpreting said Policy, Procedures, and/or Guidelines and will resolve any disputes. Any exceptions to this Policy shall be approved by the Board of Supervisors.

VII.   REFERENCES
NIST100 Policy Standards
Gov AI Coalition Policy and Templates
A-13 Computer and Network-Based Information Systems Policy
A-14 Incident Response
A-19 General Network Usage Policy
C-17 Procurement Policy

VIII.   RESPONSIBLE DEPARTMENT(S)
Information Technologies

IX.   DATES (ADOPTED, REVISED, NEXT REVIEW)

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Last Revision:	01/27/2026	**Next Review:**	01/27/2030