

Current:

D. Transparency

1. The use of AI systems should be explainable to those who use and are affected by their use.
2. Additionally, to ensure transparency in the use of generative AI, employees must clearly indicate when such technology substantially contributes to the development of a work product.

Citations should reflect the AI tools used and include the following:

- **AI System:** Name of the AI system (e.g., ChatGPT, Google Bard, Midjourney, CoPilot).
- **Date:** The date when the content was generated.
- **Fact-Checking Confirmation:** Statement verifying that County staff reviewed and fact-checked the information.
- **Modification Status (Optional):** Whether the content remains unmodified or has been edited.

Examples of AI Citations:

- **In-text Example (Unmodified):**
"This document was drafted with support from ChatGPT on 01/24/2025. The content was fact-checked by County staff. This information is unmodified."
- **In-text Example (Modified):**
"This email was drafted with support from Google Bard on 01/24/2025. The content was edited for brevity and fact-checked by County staff."
- **Footnote/Endnote/Header Example:**
(ChatGPT, 01/24/2025. Fact-checked by County staff.)

Proposed:

D. Transparency

1. The use of AI systems should be explainable to those who use and are affected by their use.
2. When Generative AI substantially contributes to the development of a work product — beyond ordinary productivity features such as spell-check, grammar correction, translation, or search — employees should disclose that use only when required by professional standards, legal requirements, or departmental policy.
3. Citations or disclosures are not required for incidental or background AI functions embedded in common software tools, provided employees verify the accuracy, integrity, and appropriateness of the final content.

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