

DATE: November 7, 2024

MEMO TO: Gina Roberts, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: (1) Recommend approval of an Ordinance adding Personnel Policy 8.15 – Use of Artificial Intelligence-Driven Tools; and (2) approve the District’s Procedures Section for Personnel Policy 8.15.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: There is no immediate direct financial impact.

BACKGROUND: The District remains committed to adopting new technologies, such as artificial intelligence (AI), to aid its mission, when possible. However, the use of AI also presents risks and limitations. District staff recommends that the Board approve an appropriate Personnel Policy to (i) promote responsible use of AI, (ii) protect employees, customers, suppliers and the District from harm, and (iii) promote productivity, efficiency and decision-making, while complying with applicable laws and respecting privacy, confidentiality and data security.

Therefore, staff recommends that Policy 8.15 – Use of Artificial Intelligence-Driven Tools be added to the District’s Personnel Policies & Procedures, as provided in the attached Ordinance.

REVIEW BY OTHERS: Director of Finance, Deputy Director of Human Resources & Risk, Chief Information Officer, Manager of Board Operations, Corporate Counsel.

MOTION: Motion to (1) recommend approval of an Ordinance adding Personnel Policy 8.15 – Use of Artificial Intelligence-Driven Tools to the District’s Personnel Policies & Procedures; and (2) approve the Procedures Section for Personnel Policy 8.15, in the form attached to staff’s November 7, 2024 memorandum.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR NOVEMBER MEETING
NOVEMBER 13, 2024**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **FINANCE COMMITTEE** presents herewith “An Ordinance Adding Policy 8.15 – Use of Artificial Intelligence-Driven Tools to the District’s Personnel Policies & Procedures” and requests its approval.

FINANCE COMMITTEE:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

AN ORDINANCE ADDING POLICY 8.15 – USE OF ARTIFICIAL INTELLIGENCE-DRIVEN TOOLS TO THE DISTRICT’S PERSONNEL POLICIES & PROCEDURES

WHEREAS, on March 19, 1976 the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies & Procedures, which have been amended from time to time (the “Policies”); and

WHEREAS, the District would like to implement the use of artificial intelligence to enhance productivity, efficiency and decision-making while complying with applicable laws and respecting privacy, confidentiality and data security; and

WHEREAS, it is in the best interests of the District to add a new Policy (Policy 8.15 – Use of Artificial Intelligence-Driven Tools); and

WHEREAS, the new Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “New Policy”);

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Ordinance by this reference.

Section 2: Approval of New Policy. The New Policy is hereby approved, and the Policies are hereby amended to include the New Policy.

Section 3: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this ____ day of _____, 2024

AYES:

NAYS:

APPROVED this ____ day of _____, 2024

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary
Lake County Forest Preserve District

Exhibit No. _____



8.15 Use of Artificial Intelligence-Driven Tools

Effective Date: November 13, 2024

Revision Date:

Policy

The purpose of this policy is to establish guidelines for the appropriate use of artificial intelligence-driven tools (AI) in the workplace.

This policy is intended to ensure that AI is used to enhance productivity, efficiency and decision-making while complying with applicable laws and respecting privacy, confidentiality and data security.

This policy is intended to cover all AI technologies, including, but not limited to machine learning, natural language processing, and computer vision. This policy applies to all work associated with the Lake County Forest Preserve District, whether on or off company premises and whether using District equipment and systems, personal devices or third-party electronic devices to complete this work.

Procedure

1. Use of AI will be allowed while performing work for the District with the approval of an employee's manager, Director and the Chief Information Officer or their designee. Employees who wish to use AI tools must inform these parties in writing how the AI-driven technology will be used, including the purpose, scope and business justification for using the tool(s) in question to complete a work-related task. These parties must approve or deny the request in writing within five (5) days.
2. All AI-generated content must be reviewed for accuracy before relying on it for work purposes, as AI technology may produce work that is inaccurate, plagiarized or copyrighted. If a reliable source cannot be found to verify factual information generated by AI, that information cannot be used for work purposes.

Unacceptable uses of AI-driven tools include:

- a. Using any text created by AI in a final work product without review
- b. Failing to properly cite an AI technology when used as a resource
- c. Producing an image, voice or video that has been digitally altered to appear to be someone else (deepfake)
- d. Scanning District network resources
- e. Performing illegal acts



- f. Using AI-driven tools with the intent to deceive, coerce, or influence weaknesses and vulnerabilities.
3. No confidential District information may be submitted (copied, typed, etc.) into AI platforms. Confidential District information is data not intended for public dissemination. This includes, but is not limited to personnel data, intellectual property, and business-critical data (strategic documents, benefactor information, land acquisition data, etc.).
4. All AI users must receive training before using AI tools for work-related purposes. This training, provided either in-house or through a third-party vendor, will address the potential benefits and risks associated with using AI and the operation and use of approved AI-driven tools, including how to write prompts.
5. IT will maintain a list of AI-driven tools that have been approved for use, with a specific indication as to which department and job classifications may use each tool.
6. During working hours, employees may only use AI-driven tools on District equipment for work-related purposes, in accordance with this policy.
7. Employees must always comply with all District Personnel policies including, but not limited to, 8.7 – Harassment, 8.9 – Information Technology Security, 8.10 – End User Accounts, and 8.14 – Records Management. AI-driven tools must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the District.
8. Employees are expected to contact their manager, IT or HR immediately if they become aware of:
 - a. an actual or possible violation of this policy
 - b. a breach of data privacy security
 - c. any circumstance where an AI-driven tool is generating output which is: 1) inaccurate; 2) misleading; 3) offensive; 4) harassing; 5) discriminatory; 6) caused other concerns; or 7) violates any District policy.