

**CITY OF WARD
RESOLUTION R-2025-01**

**A RESOLUTION ADOPTING AN ARTIFICIAL INTELLIGENCE POLICY FOR THE CITY WARD IN
COMPLIANCE WITH ACT 848 OF 2025; AND FOR OTHER PURPOSES**

WHEREAS, ACT 848 OF 2025, ENACTED BY THE ARKANSAS GENERAL ASSEMBLY and codified at Arkansas Code Annotated (A.C.A.) § 25-1-128 et. seq., requires all public entities, including municipalities, to adopt a policy concerning the authorized use of artificial intelligence (AI) and automated decision tools; and

WHEREAS, the Act defines AI as a machine-based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments and it defines Automated Decision Tool as a system or service that uses AI and has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions; and

WHEREAS, the Act mandates that final decisions involving AI must be made by a human employee; and

WHEREAS, SECTION (D) OF ACT 848 specifically prohibits the use of AI and automated decision tools by public employees; and

WHEREAS, the Act further requires municipalities to provide employee training on the AI policy and to establish disciplinary procedures for violations of the policy; and

WHEREAS, THE ARKANSAS MUNICIPAL LEAGUE has made training resources available to assist municipalities in complying with Act 848;

NOW THEREFORE, BE IT RESOLVED BY THE WARD CITY COUNCIL THAT:

SECTION 1: The City hereby adopts the attached Artificial Intelligence Policy, which defines the authorized use of AI and automated decision tools by city employees.

SECTION 2: The policy requires that all consequential decisions involving AI tools must be reviewed and finalized by a human employee or authorized designee.

SECTION 3: The policy includes a prohibition on the use of AI and automated decision tools for the following purposes, as required by Section (d) of Act 848 of 2025:

- Expressing a personal political opinion to an elected official unless the opinion is within the scope of the employee's regular job duties; or requested by an elected official or public entity; or engaging in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the city;
- Engaging in illegal activities or activities otherwise prohibited by federal law or state law;
- Intentionally overriding or avoiding the cybersecurity or system integrity procedures of the City.

SECTION 4: The City hereby adopts a disciplinary procedure for violations of the AI policy, which shall be incorporated into the City's employee handbook and enforced accordingly.

SAID RESOLUTION WAS ADOPTED ON 1-20-26

Voice Vote: YEAS: 6 NAYS: 0 OR;

Roll Call Vote: YEAS: _____ NAYS: _____ Mayor (if needed) _____

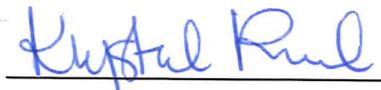
Brooke _____, Chapman _____, Hall _____, Hefner _____, McMinn _____, Ruble _____

APPROVED:

ATTEST:



Charles Gastineau, Mayor



Krystal Rummel, City Clerk



Artificial Intelligence Policy

City of Ward

1. Purpose

This policy establishes guidelines for the authorized and prohibited use of Artificial Intelligence (hereinafter AI) and automated decision tools by employees and contractors of the City of Ward (hereinafter the City), in compliance with Act 848 of 2025, the same being Arkansas Code Annotated (A.C.A.) § 25-1-128 and is implemented by City of Ward Resolution R-2026-01.

2. Definitions

- **Artificial Intelligence (AI):** A machine-based system that, based on human-defined objectives, can make predictions, recommendations, or decisions influencing real or virtual environments.
- **Automated Decision Tool:** A system or service that uses AI and has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions.
- **Employee:** Any person employed or appointed by the City.

3. Authorized Use

- AI and automated decision tools may be used to enhance efficiency, accuracy, and service delivery in city operations.
- All consequential decisions involving AI tools must be reviewed and finalized by a human employee or authorized designee.
- AI tools must not be used to make autonomous decisions without human oversight.
- Microsoft Office 365 “Copilot” is the only AI tool authorized to be used on city provided devices.

4. Key Rules

- **AI Is a Tool, Not a Finished Product**
 - AI can help with writing, research, and ideas.
 - But people—not machines—must make all final decisions.
- **Human Responsibility**
 - A person (you) must always make the final decision, even when AI is used to assist.
 - **You must check all AI-generated content for accuracy.**
 - You can’t use AI to replace your own judgment or creativity.

a. Using AI for Research

- You can use AI to help find sources or brainstorm.
- But final work must be based on real, verified sources, not just AI summaries.

b. AI-Generated Content

- You can use AI to edit or summarize your own writing—but you must review it.
- You can't send out AI-written documents without checking them first.

c. Grammar Tools Are OK

- Tools like spell check or grammar fixers are allowed.

d. Required Disclosures

- If AI writes something from scratch (like a memo or letter), you must say so. Example: "This document was drafted in part using an AI tool and may contain errors. Please review for accuracy."
- If AI just helps edit or summarize your own writing, no disclosure is needed—but you still have to review it.

e. What You Can Do

- Use AI to help with research, writing drafts, or editing.
- Search engines like Google or Edge now show AI summaries at the top of a search —but you must always check the original sources and not rely on the summary.

f. What You Can't Do.

- **You can't use AI to:**
 - Make final decisions for the city
 - Write or send official documents without human review
 - Issue citations, permits, or enforcement actions
 - Make policy decisions or analyze data without checking it yourself
 - Handle hiring, firing, or private personal information
 - Create anything related to race, gender, or other protected traits

5. Prohibited Use

- In accordance with Section (d) of Act 848 of 2025, AI and automated decision tools shall **not** be used by city employees to:
- Express personal political opinions to elected officials unless within the scope of the employee's job duties or upon request by an elected official or public entity;
- Engage in lobbying an elected official on a personal opinion if the employee is

not a registered lobbyist for the city;

- Engage in illegal activities or activities otherwise prohibited by federal or state law;
- Intentionally override or avoid the security and system integrity procedures of the city.

6. Protecting Personal Information

- Employees must **never input Personally Identifiable Information (PII)** into AI tools. This includes, but is not limited to:
 - Full names of individuals
 - Social Security numbers
 - Driver's license or ID numbers
 - Home addresses or phone numbers
 - Email addresses
 - Medical or financial records
 - Employee or student ID numbers
 - Photos of individuals without consent

7. Legal Rules

- Don't upload copyrighted material into AI tools.
- Follow all laws, including HIPAA, if applicable, and other privacy rules.

8. Training

- All employees are strongly encouraged to attend training on Act 848 and the proper use of AI prior to using AI on city business or equipment.
- Training shall be provided through the Arkansas Municipal League's ACE HUB's AI Training or other approved sources.

9. Disciplinary Action

- Violations of this policy may result in disciplinary action, up to and including termination, in accordance with the City's personnel policies and procedures.

10. Acknowledgment

By my signature below, I acknowledge that I have read and understood the Artificial Intelligence Policy. I agree to follow all rules, responsibilities, and guidelines outlined in the policy, including the appropriate and ethical use of artificial intelligence tools. I understand that violations of this policy and/or failure to comply with this policy may result in disciplinary action, up to and including termination.

Employee signature

Date

Employee Printed Name