

236.06 Generative Artificial Intelligence (GenAI)

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I. Introduction:

The purpose of this policy is to identify specific circumstances where the use of AI is authorized, including the proper procedures for authorized use, and the circumstances where the use of AI is prohibited. The St. Paul Police Department realizes that the technology associated with Generative Artificial Intelligence (GenAI) is rapidly advancing, and that the use of GenAI in society, government, and law enforcement is increasingly prevalent. GenAI offers a variety of benefits within a law enforcement agency, providing ways to increase efficiency, enhance department procedures, and improve the overall effectiveness of the St. Paul Police Department. With that being said, the department recognizes that it has risks associated with security, accuracy, and intellectual property. In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted. With this acknowledgment, the use of GenAI must be strictly regulated. This policy highlights the unique issues raised by GenAI, informs the department of its acceptable use and provides information on how to protect the City. This policy applies to all SPPD personnel using previously approved GenAI tools for the completion of their duties.

II. Definitions:

Adaptive AI - Adaptive AI continuously learns from new data, adjusting its model to improve accuracy and effectiveness.

Artificial Intelligence (AI) - The theory and development of computer systems that are able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

Generative AI - Generative AI relies on pre-existing patterns and data to generate new content without necessarily adapting its model based on feedback. It may be referred to as GenAI and can include chatbots (ChatGPT, Google's Bard/Gemini, Microsoft Bing) or image generators (DALL-E 2, Midjourney).

Low Risk - Data that is defined by Minnesota Statutes Chapter as "public" and intended to be available to the public.

Moderate Risk - Data that does not meet the definition of low-risk. This includes, but is not limited to system security information, not public names, not public addresses, not public phone numbers and IP addresses.

High Risk - Data that is highly sensitive and/or protected according to the Minnesota Government Data Practices Act (MGDPA), Chapter 13. This includes protected, non-public, and confidential data. Examples include protected health information, Social Security Administration data, criminal justice information, government-issued ID numbers (e.g., Social Security numbers, driver's license numbers, state ID card numbers, passport numbers federal tax information, account data, and bank account numbers.)

Private AI Tools - Private AI tools can be developed internally for department use or obtained from a third-party vendor. Private AI refers to methods of building and deploying AI technologies that respect the privacy and control of an organization's data. These systems can be configured in a way that ensures that our data is segmented from other training data and accessible only inside the organization.

Public AI Tools - are openly available to multiple entities, organizations, or the general public, utilize widely sourced data from the internet, and use data provided by users or customers to train the underlying model (e.g., Gemini, ChatGPT, Grammarly). Public AI tools do not guarantee the privacy of the data that is provided by users.

Safeguards - Requirements that ensure the department members review all reports and other work products that were generated with the assistance of AI, for accuracy and completeness.

III. Policy

The use of department GenAI systems by SPPD personnel shall be limited to official work-related purposes, and members shall only access and use GenAI systems for which they have been authorized and received proper training.

SPPD personnel shall use AI-generated content as an informational tool and not as a substitution for human judgment or decision-making. SPPD personnel should not represent AI-generated content as their original work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, members should:

- A. Employees may use low-risk data with GenAI technology to perform their work. Low-risk data is defined by the MGDPA Chapter 13 as "public" and is intended to be available to the public.
- B. Employees must prevent improper access to or dissemination of all moderate or high-risk data. Using moderate or high-risk data in AI applications could result in a data breach and corresponding civil or criminal penalties.
- C. When using GenAI, subject matter experts must verify that any work generated is accurate, complete, appropriate, not biased, not a violation of any other individual or entity's intellectual property or privacy, and consistent with St. Paul's policies and applicable laws.
- D. Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.
- E. SPPD personnel should inform the public when work has been generated by AI. It is at the discretion of the employee to determine when this is appropriate. Include a statement in the final document or work product that GenAI was used to aid in its production.

IV. Uses of Generative AI

AXON Auto-Transcribe

- A. SPPD personnel who are authorized to use Axon Auto-Transcribe to create a draft versions of the narrative portion of official reports. Axon Auto-Transcribe employs Generative AI and body-worn camera audio and/or Axon interview to produce high-quality draft narratives. Axon Auto-Transcribe utilizes safeguards to ensure the accuracy and accountability of narratives. Officers are required to thoroughly review the draft version of reports and insert text that is omitted by Axon Auto-Transcribe. Officers are not permitted to use any other AI tools from providers other than Axon to assist in creating narrative content for official reports.
- B. Official reports include police report narratives, supplemental report narratives, warrant affidavits, statements, and other narratives documenting law enforcement related incidents.

Department Authorized Use of AI

- A. Non-Law Enforcement Reports and Crime Analysis Reports
 - 1. Artificial intelligence can be helpful in producing administrative documents, developing presentations, and creating crime analysis reports.
 - 2. SPPD personnel are authorized to utilize AI platforms to complete these types of work products provided that law enforcement sensitive information (e.g., Criminal Justice Information Services [CJIS] data) are not shared with Public AI tools for the creation of said work products.
 - 3. SPPD personnel should denote on the work product that AI was used to assist in the development of the product.
- B. The purpose of this policy is not to restrict commonly used grammar aids and spelling review products that have been traditionally utilized.
- C. SPPD also acknowledges that AI is utilized by many current products that are used by department personnel, such as department training platforms, unmanned aircraft system software, license plate recognition software, speech-to-text programs, predictive text, and other similar applications, and it is not the intent of this policy to restrict currently utilized AI products.

Prohibited Use of AI

SPPD personnel shall not use GenAI systems to rationalize a law enforcement decision, or as the sole basis of research, interpretation, or analysis of the law or facts related to a law enforcement contact or investigation. SPPD personnel shall not use AI tools for any activities that may be harmful, illegal, unethical, or in violation of any other department and city policies, including but not limited to the CJIS policies, Minnesota Data Policies, or code of conduct policy.

SPPD personnel shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available GenAI systems unless the system has been approved by the Chief of Police or the authorized designee for the intended use.

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