



## Policy # 6012 Use of Artificial Intelligence

**Version:** 1.00

**Effective Date:** 4/2/2026

**Board or Administrative:** Administrative

### Policy Statement

It is the policy of Dakota County to utilize established guidelines for the responsible, ethical, and transparent use of Artificial Intelligence (AI) technologies. The goal is to improve service delivery and efficiency while protecting the rights, privacy, and trust of residents.

### Definitions<sup>1</sup>

- “The County” refers to the officers, employees, agencies, and facilities of Dakota County government.
- “The County Board” refers to the Dakota County Board of Commissioners.
- “Artificial Intelligence” refers to technology that enables computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity and autonomy. This includes but is not limited to Generative AI, Machine Learning, and Agentic AI.

### Source

#### Governing Laws

Minn. Stat. Ch. 13, the Minnesota Government Data Practices Act

Minn. Stat. Section 15.17, Official Records Act

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<sup>1</sup> The definition of AI is taken from a definition used by IBM. In addition, portions of this policy were written with the assistance of AI.

Minn. Stat. Section 375.18, subdivision 3, County Board Powers

## Other Authorities

Other requirements may be found in other State and Federal statutes, relating to the various activities of the County.

## General

The use of AI in Dakota County is subject to all data privacy and retention laws. All employees are expected to comply with these laws and regulations when using AI in their work duties. Artificial Intelligence platforms and their use are to be held to the same standards as other County technical resources and must comply with acceptable use outlined in Dakota County Policy 6001 Acceptable Use of Technology Resources and retention and data practices policies (See Related Policies section).

This policy applies to all individuals (employees, elected officials, volunteers, and contractors).

This policy applies to the use of publicly available, including free and/or purchased tools and the County's own development of Artificial Intelligence tools.

When considering AI use for County business, staff should consult the guiding principles below as well as the procedures for AI use (See Procedures section).

- **Transparency:** Residents and employees will be informed when AI tools are used in directly providing government services.
- **Accountability:** County employees remain responsible for decisions assisted or informed by AI and managers and supervisors are responsible ensuring employees are trained on appropriate use.
- **Fairness and equity:** AI must be designed and deployed to avoid bias or discrimination.
- **Privacy and security:** Staff use of AI must comply with state and federal data protection laws and safeguard personal information.
- **Human oversight:** AI must support, not replace, human judgement in decisions.

Responsibilities of individual users, supervisors and managers, department heads, and Information Technology Personnel related to AI use are consistent with responsibilities for all technical resources outlined in Policy 6001 Acceptable Use of Technology.

The Information Management Steering Committee (IMSC) will review requests for AI use/tools.

## Procedures

The IT Department will maintain procedures and forms relating to this policy. Procedures and forms can be found by following the link to the Policy Procedures page.

## History

Version	Revision Date
1.0	4/2/2026

## Related Policies

- Policy 1013 Data Practices
- Policy 6001 Acceptable Use of Technology Resources
- Policy 6004 Information Security
- Policy 6005 Records Retention and Disposition
- Policy 6010 Cloud Computing
- Policy 6011 Information Security Incident Response

## Contact

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## Approval

/s/ Heidi Welsch; April 2, 2026