



Acceptable Use of AI Policy for Bloomfield Township

1. Introduction

This policy establishes guidelines and procedures for the acceptable use of Artificial Intelligence (AI) tools for Bloomfield Township employees and contractors. The purpose of this policy is to ensure the responsible and ethical use of AI tools while safeguarding sensitive information and maintaining data privacy and security.

2. Scope

Applies to all employees, contractors, and third-party entities accessing or using AI tools on behalf of Bloomfield Township.

3. Definitions

- **Artificial Intelligence (AI):** Technologies enabling machines to perform tasks requiring human intelligence (e.g., machine learning, natural language processing, computer vision, drafting, writing, advertising).
 - **Sensitive Information:** Data that, if accessed without authorization, could harm individuals, the Township, or breach legal or internal requirements (e.g., personal data, financial records).
 - **AI Tools:** Software, algorithms, devices, or systems utilizing AI technologies to perform specific tasks or functions.

4. Policy Statement

- Employees must adhere to this policy and use AI tools responsibly.
- Each new AI tool must be approved by the IT Department before implementation.
- AI tools must not access sensitive information unless explicitly authorized for legitimate business needs.
- AI tools are prohibited from accessing devices, data stores, or email accounts without permission.
- Use is limited to approved tasks within employee roles; additional uses require new authorization.
- Modifying or manipulating AI tools in ways that compromise integrity or security is prohibited.
- Sharing credentials, API keys, or other access methods with unauthorized parties is not allowed.
- Prohibited from sharing sensitive data (e.g., financial, HIPAA, CJIS, or criminal justice data) with any AI tool.



5. Prohibited Uses

The use of certain AI systems is prohibited due to the sensitive nature of the information processed and severe potential risk. This includes the following prohibited purposes:

- Real-time and covert biometric identification.
- Classification of human facial or body movements into certain emotions or sentiment with the use of computer vision techniques or emotion analysis. (e.g., positive, negative, neutral, happy, angry, nervous).
- Fully automated decisions that do not require any meaningful human oversight but substantially impact individuals.
- Social scoring, or the use of AI systems to track and classify individuals based on 4 their behaviors, socioeconomic status, or personal characteristics.
- Cognitive behavioral manipulation of people or specific vulnerable groups.

6. Access Control

- Only authorized personnel may use AI tools approved to access sensitive data.
- Strong authentication methods, such as multi-factor authentication (MFA), are required on devices used to access AI tools.
- Access must follow the principle of least privilege—only necessary data and functions should be accessible.

7. Data Privacy and Security

- Compliance with all relevant privacy laws, regulations, and Township policies is required when using AI tools.
- AI tools must protect confidentiality, integrity, and availability of data, including encryption in transit and at rest.
- Any suspected or actual data breach involving AI tools must be reported to the IT Department and your direct supervisor.

8. Compliance and Enforcement

- Policy violations may result in disciplinary action, up to and including termination, and potential legal consequences.
- Employees compromising sensitive data security or privacy may face disciplinary action.

9. Policy Review and Updates

- This policy will be reviewed and updated as necessary to reflect technological or regulatory changes.
- The Township may modify or terminate this policy at any time with appropriate notice.



10. Policy Acknowledgment

- All employees and authorized users must sign an acknowledgment form agreeing to comply with this policy.

11. Policy Contact Information

- For questions, contact the Bloomfield Township IT Department.

12. Approval

- By complying with this policy, Bloomfield Township ensures responsible and secure use of AI technologies.

AI Tools FOIA Quick Reference

This quick-reference guide provides examples of AI prompts and outputs that are subject to FOIA and those likely to be exempt.

FOIA-Subject Examples

- Drafting a township policy statement using an AI tool
- Summarizing a public meeting transcript
- Generating a press release about township programs
- Writing official correspondence or reports for public distribution

Likely FOIA-Exempt Examples

- AI prompts containing HIPAA-protected medical details
- Cybersecurity incident response plans or system vulnerability scans
- Employee personal performance reviews
- Confidential legal advice between township counsel and staff

Key Takeaway

If AI is used for Township business, assume both the input and output may be subject to FOIA unless a statutory exemption applies. Always follow records retention and data classification rules.



Revision History

| Date of change | Responsible | Summary of change(s) |
|----------------|---------------|---------------------------|
| October 2025 | Wil Babinchak | Initial document creation |

Print Name:

Sign:

Date: