



Memo

To: Mayor and Hayden City Council

From: Shawn Langenderfer, Deputy City Clerk

Date: August 25, 2026

Agenda Item: Resolution to accept Artificial Intelligence Policy

Agenda Item Location

Unfinished Business

Recommended Action or Motion

Approval of the Resolution adding the Artificial Intelligence Policy to the Employee Manual.

Summary

This policy was given to Council for review. It is now being submitted as a Resolution and will be added to the Employee Manual upon passing of the Resolution.

Fiscal Impact

There is no impact this is a Policy Change Only

Budget Funding Source / Transfer Request

Not Applicable

Attachment

Artificial Intelligence Policy and placement in the Employee Manual.

RESOLUTION NO. 2026 -

**RESOLUTION ADOPTING THE UPDATED EMPLOYEE MANUAL TO INCLUDE AN
ARTIFICIAL INTELLIGENCE POLICY**

WHEREAS, the Employee Manual Policy (manual) serves as a guidebook and procedures affecting the employees of the City of Hayden; and

WHEREAS, the manual is being updated to include an Artificial Intelligence Policy;
and

WHEREAS, the Artificial Intelligence Policy is attached hereto as EXHIBIT A; and

WHEREAS, the placement in the Employee Manual is noted in EXHIBIT B.

NOW THEREFORE, BE IT RESOLVED by the mayor and city council of the City of Hayden, Kootenai County, Idaho that the Artificial Intelligence Policy attached hereto as EXHIBIT A is hereby adopted and that staff of the City of Hayden is hereby authorized and directed to carry out such steps as may be necessary to implement said policy.

ADOPTED by the City Council the 25th day of August, 2026.

CITY OF HAYDEN

Alan Davis, Mayor

Attest:

Abbi Sanchez, City Clerk

4. GENERAL POLICIES

I. Artificial Intelligence (AI) Use Policy

Artificial Intelligence (AI) is an emerging technology that may be useful for certain tasks, but it must be utilized with due caution and in accordance with this policy. The use of AI technology cannot replace the professional knowledge and expertise, critical thought, analysis, and decision-making of employees in the workplace. If employees choose to utilize AI tools to assist in work tasks, the employee remains personally responsible and accountable for the accuracy and authenticity of the work product.

Definitions:

- Artificial Intelligence (AI): Any machine-based system capable of performing tasks normally requiring human intelligence, including generative AI, predictive analytics and machine learning systems.
- Generative AI: AI systems that create content such as text, images, audio, code or data outputs.
- High Risk AI System – AI used in decision making processes that impact employment, public safety, permitting, enforcement, eligibility determinations, or allocation of public resources.

Staff may not use AI technology without prior approval of their supervisor and verification that all required training has been completed.

The following are Authorized Uses once an employee is approved to use AI:

- Drafting non-confidential documents.
- Research and summarization
- Data organization
- Public communications drafting (subject to review)
- Workflow automation
- Marketing collateral

All outputs must be reviewed for accuracy prior to official use.

Prohibited Uses:

- Input of non-public, sensitive, protected or regulated data into public or unapproved generative AI tools
- Automated decisions that determine eligibility, fines, benefits or rights without validated, bias mitigated processes and City Administrator or legal approval.
- Surveillance or monitoring of employees or the public without legal authority.

Security & Technical Controls

- Employees may only use AI platforms approved by the IT/IS Department.

EXHIBIT A

- Use must be on approved City networks and devices; AI use on unmanaged personal accounts for City business is prohibited.
- Vendor systems must meet City security standards; including encryption at rest and in transit, audit logs, secure development practices, and incident response commitments.
- Security assessments are required for High-Risk AI deployments.
- Use of AI technology to create or generate images, videos, or other visual or audio simulations must be disclosed. The AI-generated image or video must contain a printed disclosure on the image or video material clearly indicating that the image or video is AI-generated.

Misuse of AI technologies or violation of this policy by City staff may result in corrective and/or disciplinary action.

EXHIBIT B

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