



**BRAZOS COUNTY
ARTIFICIAL INTELLIGENCE POLICY AND
GUIDELINES**

JUNE 23, 2026

BRAZOS ★ COUNTY

Texas

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1. PREFACE

“Artificial Intelligence (AI) is technology that allows computers to do tasks that usually require human thinking, such as answering questions, writing text, recognizing images, or making predictions. AI tools can help employees work more efficiently, but they can sometimes be wrong, incomplete, or biased. For that reason, AI should always be used with human review and good judgment.

AI technology is constantly changing, with new tools and risks emerging all the time. Because of this, this is a living document and will be reviewed and updated regularly to keep up with changes in technology, laws, and best practices.”

Note: The above was 100% generated using ChatGPT 5-mini.

2. PURPOSE

This policy governs the use of AI on County Information Resources. The purpose of this policy is to:

- Protect County data from unauthorized access and use.
- Reduce reputational risk by providing a framework for the responsible, ethical and transparent use of AI within County processes.
- Maximize the benefits of AI while minimizing the risk to internal County business.
- Protect employee and resident data.

This policy will be reviewed annually in accordance with the Policy for Adoption of New and Revised County Policies by a committee created by Commissioner’s Court, with opportunities for employee input during the review process. Additional reviews may occur as necessary to adapt to new technologies and practices. Note: This policy is preempted by Chapter 552 of the Texas Business and Commerce Code and if any part of this policy conflicts with Chapter 552, Chapter 552 shall take precedence.

3. SCOPE

This policy applies to all authorized users of County Information Resources who utilize AI Tools and technologies that are third-party or internally developed. The scope includes three primary areas:

- The use of AI to perform or support County business.
 - The use of anonymous or non-county managed accounts when accessed on County Information Resources.
 - The use of County-managed AI accounts, regardless of the device used. For the purposes of this policy, any account created with a Brazos County–issued email address is considered County-managed, regardless of whether it is associated with a paid or premium service.
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4. DEFINITIONS

AI (Artificial Intelligence): AI refers to computer systems designed to perform tasks that typically require human intelligence, such as decision-making, problem-solving, and pattern recognition.

AI Tool: An AI Tool is software or a system that uses artificial intelligence technologies to analyze data, generate or modify content, automate tasks, or assist in decision-making processes. These tools operate with varying levels of independence and are designed to enhance efficiency, creativity, or functionality in support of user or organizational objectives.

LLM (Large Language Model): An LLM is a type of AI model trained on vast amounts of text data to understand and generate human-like language.

Generative AI: Generative AI refers to systems that can create new content—such as text, images, or audio based on patterns learned from existing data.

Chatbots: Chatbots are AI-powered software programs that simulate human conversation to assist users, answer questions, or perform tasks.

Machine Learning: Machine learning is a subset of AI that enables systems to learn from data and improve their performance on specific tasks without being explicitly programmed.

All other terms used in this document will be defined in the ‘Security Policy Standard Definitions document located at: [Standard Definitions](#)

5. REQUIREMENTS

Security and data privacy: County Users shall not submit protected or confidential data to any public AI Tools. This specifically includes Protected Health Information (PHI), Personally Identifiable Information (PII), Criminal Justice Information (CJI), proprietary information, confidential financial information, and contact details received from 3rd parties. Users should not name or specify Brazos County when using AI Tools to create work material.

Bias and ethics: All AI systems are subject to the bias of the underlying training materials. All AI produced work must be reviewed for unintended or undesirable instances of bias.

Accuracy: Double check all AI produced content for accuracy. Math can be done incorrectly, and AI Tools can generate incorrect facts, computational results and references. They must be checked for accuracy before publishing. If a reliable source cannot be found to verify factual information, that information cannot be used for County purposes.

Copyright: There is a significant risk of inadvertently using copyrighted material when AI is used to produce a document or other written material. The results may include copyrighted material; users should make sure AI-produced content is appropriately used and properly attributed with citations as necessary.

Human Oversight: County employees remain responsible for all final work product regardless of the level of AI assistance used in its development. AI Tools are intended to assist County personnel and shall not independently make final governmental, legal, personnel, procurement, financial, enforcement, or policy decisions without appropriate human review and authorization.

Training: All County employees with an email or computer account are required to complete basic AI training annually. Users may opt for additional training sessions to deepen their understanding and skills.

6. MEETING ATTENDANT AI TOOLS

Meeting attendant AI Tools allow an individual to invite an AI attendant to “attend” an online meeting. The attendant records audio from the meeting and transcribes the content, as well as creating a summary and can analyze tone and sentiment. An employee may not send an AI attendant to attend a meeting on their behalf.

Potential legal considerations associated with such use are noted below:

1. **Public Records Issues:** If all attendees of a County managed meeting agree, an AI attendant can be used to transcribe and summarize the meeting. However, this creates a public record of the meeting and trains the AI on the content of the meeting that needs to be kept in accordance with the County Records Retention Policy.
2. **Sensitive or protected data:** Sensitive and protected data may not be used with AI Tools, including discussions of such information while an AI meeting attendant is present due to recording and transcription.
3. **Third-party initiated meetings:** If a County authorized user is attending a meeting scheduled and managed by a third party, the use of an AI assistant is the third party’s prerogative. If a department or employee is reluctant to attend the meeting with the AI assistant, then a request should be sent to the meeting host to have it removed. Please be aware that this type of record becomes the property of the 3rd party and is subject to their retention and disclosure requirements.

7. ACQUISITION OF AI TECHNOLOGY

Consistent with County standards for Technology Procurement, referenced in the Computer Use Policy, County authorized users may use recommended AI Tools or may request acquisition of AI Tools through the standard procurement process. The County’s standard for technology procurement applies to all technology, including free-to-use tools or software-as-a-service tools. The County will not pay for or reimburse authorized users for premium subscriptions or other costs associated with AI Tools without prior approval.

8. MONITORING AI TOOL USAGE:

In alignment with the Privacy section of the Computer Use Policy, Brazos County may monitor the usage of AI Tools by employees on County resources to ensure compliance. . This extends to both private and County owned AI Tool accounts. Any usage by County owned accounts can be subject to review and disclosure, regardless of whether that usage occurs on County information resources.

9. PROHIBITED USES

AI Tools will not be used to:

- Violate laws, regulations, or organizational policies.
 - Generate, distribute, or support discriminatory, fraudulent, improper, or misleading content.
 - Compromise physical or cyber security, violate privacy, or circumvent any established Brazos County policy.
 - Violate any local, state, or federal statutes.
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10. VIOLATIONS

All potential violations will be evaluated on a case by case basis and failure to follow the usage standards set by the County shall make an employee subject to disciplinary action, up to and including termination. Any non-employee authorized user found in violation of the requirements established in this policy will risk having access to County Information Resources revoked. Violations made by a third party while operating an AI Tool on behalf of Brazos County may result in a breach of contract and/or pursuit of damages. If Brazos County authorized users become aware that AI Tools have been used in any of the above prohibited uses or that the AI caused harm, they must report the instance to their supervisor and the Chief Information Security Officer (CISO).

11. PROHIBITION OF CERTAIN AI TOOLS

Some AI Tools are prohibited from use for official County purposes. AI Tools meeting any of the following criteria will be prohibited:

- AI Tools created or managed by companies that cooperate with hostile agencies, including but not limited to foreign adversaries, cybercrime organizations and terrorist organizations.
- AI Tools created or managed by companies that have demonstrated a significant lack of concern for user security and privacy.
- AI Tools that are prohibited by state or federal statute, even if not specifically mentioned on the page referenced below.

The following SharePoint site will have a list of Recommended and Prohibited AI Tools:

[Recommended and Prohibited AI Tools](#)

The CISO or designee may add AI Tools to this list at their discretion. Reasons for prohibiting an AI Tool will be documented. The list of recommended and prohibited AI Tools will be reviewed by the committee during the annual review.

12. BASIC RULES FOR AI USAGE

A. SECURITY AND PRIVACY

- **Protect Confidentiality:** Avoid inputting any sensitive or personally identifiable information (PII) into AI Tools, especially data related to County employees or residents.
 - **Data Sensitivity Awareness:** Be mindful of sensitive information, such as demographic data, and consider implications to prevent unintended bias.
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- **Cloud Data Security:** Use government-authorized cloud platforms for AI-related data storage, with vendor audits when public tenants are required.
- **Obfuscate Brazos County:** During the creation of work using AI, use “Sample County” instead of “Brazos”. This will prevent the AI from learning, reusing or inferring based on unfinished or unapproved work.

B. BIAS AND ETHICS

- **Content Review for Bias:** Carefully review AI outputs to identify any unintended biases that may arise from source materials.
- **Ethics of AI Use:** Uphold principles of transparency, accountability, and fairness by reviewing content for ethical concerns.

C. ACCURACY

- **Verify AI Content:** Check AI-generated content for accuracy, using primary sources as needed, especially in official County communications.
- **Continuous Testing:** Implement regular monitoring and model updates to ensure accuracy and prevent drift over time.

D. COPYRIGHT

- **Respect Copyrights:** Monitor AI content to avoid using copyrighted material inappropriately, providing attribution as needed.

E. ACCOUNTABILITY AND TRANSPARENCY

- **Use Official Accounts:** Use designated County accounts for all County-related AI activities to maintain oversight. Accounts created using Brazos County email addresses will be considered County owned and should be kept separate from personal AI tool usage.
- **Feedback Mechanisms:** Encourage feedback on AI-generated responses to improve quality and address concerns promptly.
- **Public Information Act Alignment:** All user inputs into an AI system and any output from an AI system may be subject to Texas Government Code 552 – Public Information Act and may be requested by the public.

F. INNOVATION WITH AI TOOLS

- To foster creativity and innovation, employees are encouraged to explore approved AI tools within the guidelines of this policy. A structured process will be established for proposing new AI tools with potential benefits to the County."

G. EMPLOYEE FEEDBACK

- Employees are encouraged to provide feedback on this policy and its implementation.