

Assessor's A.I. Policy

Bonner County Assessor's Office

ChatGPT Use Policy

Effective Date: June 02, 2025

Approved by: Dennis Engelhardt, Assessor

Section I: This section is intended to act as a synopsis of Section II, which provides greater detail and guidance on the use of artificial intelligence (A.I.), but not as a substitute for the reading and understanding of this entire policy.

SECTION I

1. Purpose

The purpose of this policy is to provide clear guidance for the responsible and secure use of ChatGPT and similar AI tools within the Bonner County Assessor's Office. These tools can enhance productivity and assist with research, drafting, and process improvement when used appropriately.

2. Scope

This policy applies to all employees, contractors, and interns of the Bonner County Assessor's Office who access or use ChatGPT or any other large language model (LLM)-based AI tool during their work.

3. Permitted Uses

ChatGPT may be used for the following purposes:

Drafting non-sensitive communications (e.g., internal memos, general letters, procedural templates)

Summarizing statutes, regulations, or property-related policies

Assisting with research and brainstorming for process improvements

Creating training materials or presentations for internal use

Explaining appraisal concepts or modeling techniques (not replacing appraiser judgment)

4. Prohibited Uses

ChatGPT may NOT be used for:

Generating or processing confidential or sensitive data, including property owner names, parcel IDs, or personally identifiable information (PII).

Making final valuation decisions or issuing property assessments.

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Providing legal interpretations or advice.

Communicating with taxpayers or external stakeholders without human review.

Automating workflows without approval from the Assessor or Technology.

5. Review and Oversight

All AI-generated content must be reviewed and approved by the responsible Management staff member before use or publication.

Using methodologies approved by Technology, Supervisors must periodically review how ChatGPT is being used to ensure compliance.

Use of ChatGPT should complement, not replace, human judgment and expertise—particularly in appraisal and valuation decisions.

6. Security and Data Privacy

Do not input any confidential taxpayer data, property records, or internal documents into ChatGPT or similar tools.

Use only Technology approved and secure versions of AI tools (e.g., OpenAI ChatGPT through authorized browsers or accounts).

Sessions SHALL not saved, exported, or shared outside the office without Supervisor authorization.

7. Training

All employees must complete Assessor or Technology approved introductory training on AI tools and this policy before using ChatGPT. Additional training may be required if the tool is used regularly in a specific role.

8. Violations

Misuse of ChatGPT may result in disciplinary action, up to and including termination, in accordance with Bonner County personnel policies.

9. Policy Review

This policy will be reviewed annually as AI technology and regulations evolve.

SECTION II

Definitions:

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AI: Artificial Intelligence: For the purposes of this policy, AI includes, but is not limited to, the following tools:

1. Generative models such as ChatGPT, Scribe, Google Gemini, Pi, Claude.
2. Image and video creation services like DALL-E2 and Midjourney;
3. Deepfake generators.
4. Code verification tools.
5. AI Recruitment software.

*The rapidly changing nature of AI will necessitate frequent updates to our policy. Please note that if you are considering using AI technology in the workplace, and it is not explicitly referenced in this policy, it is still your responsibility to alert your supervisor to your intentions and to obtain written permission from your supervisor and the IT Department prior to implementing your idea.

Agency Device: Any computer, smart phone, tablet, or other device owned by the Assessor Office or Bonner County assigned to an Assessor's employee, which can access AI technology and tools.

Agency Data: Any data any employee has access to by virtue of their employment with the Assessor's Office. Transferring or accessing agency data through a private device to circumvent accessing AI tools through an agency device is strictly prohibited.

Guidelines

This policy applies to all staff who desire to utilize AI technology to assist them in fulfilling their job functions. All employees of the Assessor's Office are expected to interact with generative AI technologies in a responsible and ethical manner. This encompasses safeguarding privacy and personal data, using technology for lawful and beneficial purposes, abstaining from deceptive or harmful applications, and fostering transparency and comprehension regarding the technology's capabilities and constraints.

You may not enter any agency data into any generative AI tool or service without first obtaining written permission from both your supervisor and the Technology Department.

Do not download, install, or access any AI tool, website, or application from an agency device without first receiving written permission from your supervisor and the Technology Department.

If you become aware of any suspected misuse or violation of this policy, including unethical use, unauthorized data sharing, breaches of confidentiality, or a security bypass, you should report it to your supervisor immediately.

If you receive written approval to use an AI tool to assist you in your work responsibilities, the following will apply to its use:

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- a. AI should never be used to replace the judgment and decision making of an employee.
- b. Your use of any AI technology is subject to all Assessor and Bonner County policies and procedures which are currently in effect, including the HR's Master Personnel Policy.
- c. PII (Personal Identifiable Information) and/or confidential information should never be uploaded into any AI tool. The Assessor's Office and Bonner County reserves the right to develop a labeling system which may further delineate categories of sensitive, confidential, and/or personal identifiable information to assist in determining what can and cannot be entered into specific AI tools.
- d. You may not use AI technology for discrimination, harassment, misrepresentation, illegal activities, privacy violations, or in any way that interferes with the operations of the Assessor's Office.
- e. AI technology may not be used to impersonate other individuals.
- f. AI technology may not be used to assist in any employment decision (e.g. any decision relating to the hiring, conditions of employment, wages, disciplinary control, or termination of an employee) unless the technology has been reviewed and approved in writing by both HR and the Technology Department.
- g. You are responsible for any AI generated work product you elect to use or generate. You must still make any discretionary decisions necessary in the performance of your job duties. When using AI generated content, you must verify the information generated and thoughtfully review all AI generated work product for appropriateness. It is important to remember that AI technology can provide inaccurate, unreliable, or incomplete information.
- h. You must disclose that the content was created with AI assistance, which can be accomplished with a label or disclaimer.

Examples:

"This content was generated with the aid of ChatGPT and subsequently revised by Sarah Jones."

"This text was summarized for clarity using Google Gemini."

"A Watermark, approved by technology"

Use Caution

Artificial Intelligence is a new technology and should be used with caution. There are many examples of AI technology providing inaccurate or incomplete information. The use of AI technology cannot replace the personal accountability and decision making of employees in the workplace. The Assessor's Office and Bonner County Technology Department are monitoring AI developments, and the policy will continue to evolve as AI technology develops.

Remember that the Assessor's Office, by virtue of being a government agency, has access to sensitive and confidential information that may not otherwise be publicly available. The Assessor's Office and Assessor's employees have a duty to safeguard that information, in compliance with applicable state and federal privacy and security laws.

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Ask Before You Act

If you have any questions or concerns regarding the use or potential use of AI technology in the workplace and whether a contemplated action would be a violation of this policy, consult with your supervisor.

We Want to Hear from You!

Do you have an idea for Using AI in the Workplace? HR and Technology would like to hear from you. While the Assessor's Office and Bonner County require employees to be aware of the risks of using AI in the workplace, the Assessor's Office also wants to foster a workplace environment that is innovative and efficient. If you see an opportunity to use AI technologies to assist in the workplace, The Assessor's Office strongly encourages you to propose your idea to HR and/or Technology through your direct supervisor.

Failure to abide by the terms of this policy will result in discipline, up to and including termination.

Disclaimer Nothing in this policy is designed or intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or any other rights protected by state or federal law