

AI Use Policy Template

A sample AI Use Guidance template for Elections offices.

Purpose

This policy outlines acceptable uses of Artificial Intelligence (AI) tools by election staff in ____<INSERT JURISDICTION NAME HERE>__.

Responsible exploration of AI's potential to improve workflows and increase day-to-day business productivity is encouraged. At the same time, there is a dual responsibility: to use technology to increase effectiveness of elections operations, while protecting rights, voter privacy, comply with the law, and maintain trust and transparency in the electoral process.

Approved Tools

Use pre-approved tools for all work-related AI tasks. Do not use unapproved AI apps, and **do not use your personal accounts** for work-related AI tasks.

The following AI tools are approved for use:

 Copilot	Microsoft Copilot https://copilot.cloud.microsoft <i>[...Other approved apps here...]</i>	Access with work account, as part of Microsoft 365 suite
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Accountability

AI can improve efficiency, empowering users to work faster and better scale their resources - but it's not magic, AI tools can make mistakes.

All AI-generated content must be reviewed by a human before being used in any official capacity. This includes text, images, videos and decisions informed by AI. Human oversight is essential to ensure accuracy, integrity, and compliance with legal and ethical standards. Ultimately, the user is responsible for the output of the AI tool. Use common sense, follow this guide, and ask when unsure.

Labeling of AI Generated Content: Given the prolific nature of its usage globally, AI generated text for most business productivity uses (e.g., drafting emails, creating documents), does not require disclosure. When creating photorealistic images, disclosure is recommended.

Use Cases

✓ How You CAN Use AI	✗ How You CAN NOT Use AI
You may use approved AI tools to: • Boost productivity: Draft emails, memos, presentations, summarize documents, meeting notes, etc. • Improve operations: Create checklists, schedules, training collateral, and automate repetitive tasks • Explain and communicate: Understand complex or long documents/legislation; validate non-sensitive translations; generate first-drafts of internal or external communications materials • Plan and prepare: Brainstorm ideas, assist with scenario planning, and resource allocation • Create visuals: Generate illustrations, icons, and 'stock photo'-like graphics (see restrictions) Before processing any highly sensitive information or voter personal information, please request a review.	Do not use AI tools for: • Direct interface with voting systems: Vote casting, primary tallying, or unsupervised interface with EMS software • Highly sensitive data: Processing of voter PII or highly confidential documents must be approved first • Autonomous decision-making: AI should not make or infer decisions without a human review and human intervention point • Certain images: Creation of images or videos of specific individuals without their consent; photorealistic images of ballots or polling places • High-risk tasks: Anything that could compromise or call into question election integrity If a user is unsure of whether something is allowable, ask first.

Points of Contact for Questions and Escalations:

- **Allowed Use or Approval Questions:** _____
- **Technical Questions:** _____
- **Security or Privacy Concern:** _____

Bottom Line

This office supports AI innovation to boost productivity and enhance capabilities, but always use it safely and responsibly with human review required at every step, and public trust at the center.

This policy template is for educational use and discussion only. It may be freely reused and should be adapted to fit your organization's specific policies, procedures, risk tolerance, and legal requirements.