



**Title:** Artificial Intelligence & Generative AI Policy

**Category:** 500

**Effective Date:** February 17, 2026

**Number:** 508

**Amended:**

**Issuing Authority:** Board of Commissioners

**Responsible Officer:** Director of Information Technology

## Purpose

This policy establishes requirements, responsibilities, and governance for the use, procurement, development, and oversight of Artificial Intelligence (AI), including Generative AI (GenAI). It ensures that AI is deployed responsibly to improve efficiency and services while protecting privacy, civil rights, data security, and public trust.

## Responsibility

### **Users:**

- Must avoid entering unauthorized, restricted, or legally protected information into AI tools unless formally approved.
- Are responsible for verifying the accuracy, appropriateness, and compliance of AI-generated content before use.
- Should promptly report misuse, unexpected behavior, or risks associated with AI systems to their supervisor.

### **Management:**

- Ensures departmental compliance with this policy and oversee responsible AI use.
- Must submit all proposed AI projects to COSIT for review and approval prior to development, procurement, or implementation.
- Ensure staff are trained in AI risks, ethical use, and compliance requirements.

### **County of Saginaw Information Technology (COSIT):**

- Evaluates AI system architecture, cybersecurity, and vendor risk in accordance with NIST AI Risk Management Framework (RMF).
- Ensures compliance with security, logging, transparency, and accountability requirements.
- Supports deployment, monitoring, incident response, and lifecycle risk management of AI systems.

## Scope

This policy applies to all County of Saginaw Elected Officials, Judges, employees, contractors, third-party vendors, or anyone with access to the County's protected network. It covers all AI and GenAI systems, whether hosted on-premises, in the cloud, or accessed via third-party platforms, including pilots, proofs of concept, development, and production deployments.

## Policy

Establish the requirements, expectations, and controls governing the use, development, procurement, and oversight of Artificial Intelligence (AI) and Generative AI technologies within the County.

The County permits the use of AI technologies only when they support operational efficiency, enhance service delivery, or improve decision-making without compromising security, privacy, or public trust. Any AI system, whether developed internally, procured from a vendor, or accessed as a third-party service, must meet County standards for data protection, cybersecurity, accessibility, ethical use, transparency, and accountability.

AI systems shall not be used to make final determinations affecting an individual's rights, eligibility, or access to services without human review and validation. Generative AI output must be

evaluated for accuracy, appropriateness, bias, and alignment with County values before it is used in any official capacity. Employees are prohibited from entering restricted, confidential, or legally protected information into AI systems unless those systems have been formally approved for such use, see the County's Data Classification Policy (507).

AI systems must be designed and evaluated to prevent discriminatory outcomes in accordance with the Elliott-Larsen Civil Rights Act (ELCRA), which prohibits discrimination based on religion, race, color, national origin, age, sex, height, weight, familial status, or marital status in Michigan.

All AI systems and interfaces must comply with Section 508 of the Rehabilitation Act and WCAG 2.1 Level AA standards to ensure accessibility for individuals with disabilities.

In the event of a data breach involving AI systems, COSIT must follow the Michigan Identity Theft Protection Act (MCL 445.72), including notifying affected individuals and the Michigan Attorney General within the legally required timeframe.

All proposed AI initiatives, tools, pilots, and integrations must be reviewed and approved by COSIT before work begins. This requirement applies to new solutions, modifications to existing systems, and vendor-provided AI features. COSIT will evaluate each proposal for security, compliance, risk, data handling, and operational impact.

#### County Administrator / Legal Counsel Review

The County Administrator has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Administrator

Approved as to Legal Content:  
Saginaw County Civil Counsel

#### Regulatory Information

**Category:** National Institute of Standards and Technology

**Version:** AI 600-1

**Reference:** July 2024

**Category:** Elliott-Larsen Civil Rights Act (ELCRA)

**Version:** MCL 453

**Reference:** <https://legislature.mi.gov/Laws/MCL?objectName=MCL-ACT-453-OF-1976>

**Category:** Americans with Disabilities Act

**Version:** Title II Updated 4-24-2024

**Reference:** <https://www.federalregister.gov/documents/2024/04/24/2024-07758/nondiscrimination-on-the-basis-of-disability-accessibility-of-web-information-and-services-of-state>

**Category:** Michigan Identity Theft Protection Act

**Version:** MCL 445.72

**Reference:** <https://www.legislature.mi.gov/Laws/MCL?objectName=MCL-445-72>

## Definitions

**Artificial General Intelligence (AGI)** refers to a theoretical form of artificial intelligence capable of understanding, learning, and applying knowledge across a wide range of tasks at a level comparable to human intelligence.

**AI (Artificial Intelligence):** Systems that perform tasks that normally require human intelligence, including but not limited to classification, prediction, generation of text, images or other media.

**Automated decision system (ADS):** Any system that makes or substantially influences administrative decisions without meaningful human review.

**Decision-support system:** AI that aids humans but does not make final administrative or legal decisions.

**Generative AI (GenAI):** A subset of AI that generates new content (text, images, code, audio) based on learned patterns.

**Machine learning** is a subset of artificial intelligence that enables computer systems to automatically learn from data and improve their performance on specific tasks without being explicitly programmed. By using statistical models and algorithms, machine learning systems identify patterns, make predictions, or support decision-making, and refine their results over time as they are exposed to new data.

**NIST AI Risk Management Framework (AI RMF):** is a voluntary guidance framework from the National Institute of Standards and Technology designed to help organizations develop, deploy, and use AI systems responsibly. It provides a structured approach for managing risks throughout the AI lifecycle—from design and development to implementation and ongoing monitoring.

**Web Content Accessibility Guidelines (WCAG)** is a set of internationally recognized accessibility requirements developed by the World Wide Web Consortium to ensure digital content can be used by people with a wide range of disabilities. Level AA represents the middle tier of conformance: more rigorous than Level A but not as stringent as Level AAA.