Authorized Artificial Intelligence (AI) Technologies List

In accordance with County Administrative Policy 9-6 Information Technology Artificial Intelligence (AI) Policy, section 7. AI Due Diligence and Compliance Review, The Information Systems Department (ISD) has reviewed the following technologies for security and compliance, to ensure data protection, legal compliance, and adherence to County policies. The reviews were performed based on the following conditions:

- All technologies must be used in accordance with Administrative Policy 9-6 Information Technology Artificial Intelligence (AI) Policy.
- All technologies must be used in accordance with any Local Agency/Department policies, standards, guidelines, and procedures (if any exist).
- No County confidential, restricted, personal, proprietary, or protected data of any kind, including data that is not owned by the County, will be shared (copied, typed, interfaced, etc.) with these platforms, without performing a due diligence and compliance review as described in 9-6 Information Technology Artificial Intelligence (AI) Policy, which includes a review by County Counsel.
- Users must obtain approval from their Local Agency Department Head/General Manager before using any of these technologies.
- All Requirements for Use noted below for each technology must be followed.
- Any configurations or uses that do not following all of these conditions are not permitted and must be reviewed further by County Counsel.

Although due diligence has been performed on these technologies, the use of AI technologies within each department must still be authorized by the Local Agency Department Head/General Manager, so consult with your Local Agency Department Head/General Manager before using them.

Costs associated with these technologies are the responsibility of each Local Agency/Department, so review the fiscal impact to your agency/department before implementing them.

Approved Technologies
The technologies in this section have been approved for use with the following conditions.

Technology	Requirements for Use
ChatGPT – Free (Consumer Version)	- Link to product - https://openai.com/chatgpt/overview/ - ChatGPT is authorized to be used to assist with generating and/or fine-tuning content. - Only Public information is authorized to be entered into ChatGPT. - No internal or confidential information is authorized to be entered into ChatGPT. - All other use cases must be reviewed by County Counsel. - Users must enable Multi-Factor Authentication (MFA) within the platform. - Users must manually Opt-Out of data sharing with the vendor - https://privacy.openai.com/policies?modal=take-control - Customer data is used to train the vendor AI by default for all Consumer versions of ChatGPT unless customers Opt-Out. - Custom GPTs cannot be created or shared with this version, but if they become available in the future, follow all ChatGPT-Plus requirements.
ChatGPT – Plus (Consumer Version)	- Link to product - https://openai.com/index/chatgpt-plus/ - ChatGPT is authorized to be used to assist with generating and/or fine-tuning content. - Only Public information is authorized to be entered into ChatGPT. - No internal or confidential information is authorized to be entered into ChatGPT. - All other use cases must be reviewed by County Counsel. - Users must enable Multi-Factor Authentication (MFA) within the platform. - Users must manually Opt-Out of data sharing with the vendor - https://privacy.openai.com/policies?modal=take-control - Customer data is used to train the vendor AI by default for all Consumer versions of ChatGPT unless customers Opt-Out. - Custom GPTs must not be used for any purpose. - Although Custom GPTs are capable of be created with this version, they cannot be shared without giving the vendor unrestricted permission to use and share all data/content used to build the GPT and all data/content entered by users of the GPT, so therefore, they must not be used.
ChatGPT – Team (Business Version)	- Link to product - https://openai.com/chatgpt/team/ - Contact the Information Systems Department (ISD) for licensing information.

	• ChatGPT is authorized to be used to assist with generating and/or fine-tuning content.
	    ○ Only Public information is authorized to be entered into ChatGPT.
	    ○ No internal or confidential information is authorized to be entered into ChatGPT.
	    ○ All other use cases must be reviewed by County Counsel.
	• Users must enable Multi-Factor Authentication (MFA) within the platform.
	• Custom GPTs must not be used for any public facing use.
	    ○ AI is known for providing inaccurate and bias information, and therefore must not be used for this purpose.
	• Custom GPTs may be created and shared with other ChatGPT users who are part of the same ChatGPT Team subscription only.
	    ○ GPTs can only be used by those who it is shared with, and those users will have access to all content within the GPT.
	    ○ GPT output must still be validated as described in Policy 9-6 (accuracy, bias, etc.)
	• Custom GPTs must not be shared with anyone who is not part of the same ChatGPT Team subscription.
	    ○ Allowing anyone who is not part of the Team subscription, including those with a separate Team subscription, will give the vendor unrestricted permission to use and share all data/content used to build the GPT and all data/content entered by users of the GPT, so therefore, they must not be used by or shared with anyone outside of the same subscription.

ChatGPT – Enterprise (Business Version)	While this product meets our security and compliance standards, the per-user costs and minimum number of users required make it cost-prohibitive for the day-to-day tasks that AI is currently approved for. The Team version is a more suitable and cost-effective option for our needs. We may reconsider this version as additional use cases are evaluated.

Descript	• Link to product - https://www.descript.com/
	• Descript is authorized to be used for the following purposes:
	    ○ Only Public information is authorized to be entered/uploaded to this product.
	    ○ No internal or confidential information is authorized to be entered/uploaded.
	    ○ Video and Audio Production: Creating and editing original video content, developed for the purpose of public education.
	    ○ Audio Transcription: Transcribing audio files from videos created by our department or received from contracted vendors, developed for the purpose of public education.
	    ○ Captioning: Adding captions to videos created by our department or received from contracted vendors.
	    ○ Public Video Repurposing: Downloading, editing, and repurposing publicly available videos hosted on YouTube (created by the County), such as SoCo Chat's Podcast, to create social media posts and other sound bites for public education on our fire prevention programs.
	    ○ All other use cases must be reviewed by County Counsel.

Microsoft Teams Premium	• Encompasses Intelligent Recap in Microsoft Teams (no other features utilize Artificial Intelligence at the time of the evaluation) • Contact the Information Systems Department (ISD) for licensing information. • Utilizes Microsoft Azure OpenAI (see below)
Microsoft Azure OpenAI	• Approved Uses: o Microsoft Teams Intelligent Recap • Contact the Information Systems Department (ISD) for licensing information. • Additional uses to be reviewed separately by County Counsel and ISD, and will be listed above, once approved.

OnePlan – Sofia AI (Project Management and Portfolio Platform)	• Only Public or Internal project related information should be entered into OnePlan.
	   o No confidential information is authorized to be entered into OnePlan or input into the Sofia AI chat feature.
	   o All other use cases must be reviewed by County Counsel.
	• Contact the Information Systems Department (ISD) for licensing information.

Technologies Currently Being Reviewed (Not Yet Approved)	
	The technologies in this section are not yet approved for use, but they are currently being reviewed.
Adobe Firefly	• Image generation and editing capabilities
Microsoft Copilot (Free)	• This product is not yet available in Microsoft Government Cloud, but is expected soon • Encompasses the Free version of Copilot in Bing search, Microsoft Edge, and Windows (desktop app)
Microsoft Copilot Pro (Enterprise)	• This product is not yet available in Microsoft Government Cloud, but is expected soon • Encompasses the Enterprise version of Copilot in Bing search, Microsoft Edge, and Windows (desktop app)
Microsoft Copilot for Microsoft 365 (Enterprise addon for M365)	• This product is not yet available in Microsoft Government Cloud, but is expected soon • Encompasses the Enterprise version of AI capabilities within the M365 suite of products, such as Microsoft Word, Excel, PowerPoint, OneNote, Outlook, and Teams
Microsoft Copilot Studio	• Creating custom Copilots for use with Microsoft Copilot (for internal use only)
Zoom AI Companion	• AI capabilities within Zoom

Prohibited AI Technologies	
	The technologies in this section are prohibited from being used.
Otter.ai	https://otter.ai/