

Administrative Policy No. 26-02
City & Borough of Juneau (CBJ)
Generative Artificial Intelligence Use Policy
Effective March 20, 2026

Purpose

To guide the responsible and beneficial use of generative artificial intelligence (AI) in City and Borough of Juneau (CBJ) operations by maximizing value to the public while preventing misuse or unintended harm.

Scope

This policy applies to all CBJ employees and volunteers in their use of generative AI to draft content or make decisions related to CBJ business.

Definition

Generative Artificial Intelligence (Generative AI): A branch of artificial intelligence in which a software system autonomously uses machine-learning models on large datasets to create or transform content such as text, images, code, audio, or video in response to a human-defined prompt.

Policy

1. The IT Director must review and approve generative AI tools before CBJ use and maintain a list of approved tools available to CBJ departments accessible via the IT intranet page. The approval of software will be based on a technical risk assessment, ethical standards, and regulatory requirements. The use of generative AI tools within a CBJ department shall be at the discretion of the department director.
2. CBJ employees and volunteers may, with prior approval, use generative AI software and services to aid in research; brainstorming; translation; summarization; creating draft versions of written documents; data-analysis; note-taking; and improving existing content.
3. Generative AI is not a substitute for human decision-making. Users must apply their professional judgement and subject matter expertise to thoroughly review any work product aided by generative AI for accuracy, gender and racial bias, privacy, copyright, ethics, and legal compliance.

4. Generative AI shall not be used to make final decisions on policy, personnel matters, legal interpretations, or financial transactions without human oversight and validation.
5. Confidential, sensitive, or personally identifiable information (PII) may not be uploaded to any generative AI software or service unless the software or service has been vetted and approved for secure use by the IT Director and City Manager.
6. Generative AI-derived work products may constitute a public record. Refer to the Clerk's Office and CBJ retention schedule for further guidance.
7. If generative AI produces harmful, discriminatory, or misleading output that reaches the public, or if confidential data is exposed, staff must notify their supervisor and the IT Director as soon as possible.

Roles & Responsibilities

City Manager (or designee) – Approves generative AI use policy and updates, approves use of software and services that handle confidential information.

IT Director – Approves generative AI software and services, maintains approved list, issues guidance/training, and coordinates incident response.

Department Directors – Ensure generative AI use is limited to approved tools, enforce this policy within their teams, and recommend generative AI software and services to the IT Director for review.

Employees and Volunteers – Follow the policy, validate generative AI output, and report incidents.

Compliance

Non-compliance with this policy may result in disciplinary action, up to and including termination.

Exceptions

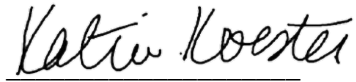
Exceptions to this policy may be requested to the City Manager and will be evaluated on a case-by-case basis.

Policy Review and Maintenance

Generative AI is a rapidly evolving field, and this policy will require review and updates to remain relevant and useful to CBJ. The IT Director, with input from the CBJ Leadership Team, will review and update this policy as needed.

Revision Number	Date	Name	Description

Dated at Juneau, Alaska this 20th day of March 2026.



Katie Koester
City Manager