



CHECKLIST FOR AI USE

This checklist must be completed each time **before** an AI product is implemented. Attach any technical information that answers the questions in the checklist.

Date:

Department:

Form Completed By:

Department Head Signature:

1. Purpose & Benefits

- a. What does this AI tool do?
- b. How will it help staff and the community?
- c. Does it follow City AI principles (fairness, security, transparency)? Y N

2. Data & Privacy

- a. What kind of data does the AI use?
- b. Does it connect to other City systems? Y N
- c. Does it handle sensitive or personal data? Y N

3. Fairness & Ethics

- a. Has the AI been tested for fairness? Y N
- b. Does it work equally well for all people? Y N
- c. Could it negatively impact the community? Y N

4. Security & Oversight

- a. Is the data protected from hacking or misuse? Y N
- b. Who is responsible for monitoring and managing the AI system? Y N

c. Can humans override AI decisions if needed? Y N

5. Training & Awareness

a. Who needs to be informed that AI was used?

b. Will staff be trained on how to use it properly? Y N

6. Performance & Maintenance

a. How will we check if AI is working correctly?

b. Is there a plan to fix issues or update the system? Y N

7. Backup Plan

a. What happens if the AI system fails or makes a mistake?

b. Who will handle problems or errors?

8. Future Growth

a. Can this AI system handle more users or data in the future? Y N

b. Are there plans to improve or upgrade the system over time? Y N

Please submit completed form to IT Department.

IT Department Use: Date Received: _____ Approved: Yes ____ No: ____ Approved By: _____
Date Sent to Legal Dept.: _____ Sent By: _____

Legal Department Use: Date Received: _____ Reviewed By: _____

Legal final approval by: _____ On this date: _____