

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON**

**IN THE MATTER OF:**

ESTABLISH THE LEWIS COUNTY AI POLICY

RESOLUTION NO. 26-042

**WHEREAS**, Lewis County must establish an Artificial Intelligence (AI) use policy to ensure responsible, ethical and secure deployment of AI technologies across county operations; and

**WHEREAS**, the use of AI systems in government operations presents unique risks and opportunities that require clear governance, including considerations of data privacy, security, transparency and accountability; and

**WHEREAS**, state and federal regulations, including the Washington State Public Records Act (RCW 42.56), data privacy laws and applicable federal grant requirements, necessitate careful oversight of AI systems that process, analyze or make decisions based on county data or citizen information; and

**WHEREAS**, Lewis County must protect the privacy and security of employee, constituent and operational data while enabling productive use of AI technologies that improve service delivery and operational efficiency; and

**WHEREAS**, establishment of this policy provides necessary guidance for employees, departments and vendors regarding acceptable use, procurement and deployment of AI systems; and

**WHEREAS**, this resolution establishes the framework for ongoing evaluation and governance of AI technologies as they continue to evolve.

**NOW THEREFORE BE IT RESOLVED** the Lewis County Artificial Intelligence Use Policy, attached hereto as Exhibit A, is hereby adopted and shall be effective February 3, 2026.

DONE IN OPEN SESSION this 3rd day of February, 2026.

APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

David Bailey  
By: David Bailey,  
Chief Civil Deputy Prosecuting Attorney

Absent  
Lindsey R. Pollock, DVM, Chair

ATTEST:



Scott J. Brummer  
Scott J. Brummer, Vice Chair

Rieva Lester, CMC  
Rieva Lester, CMC,  
Clerk of the Lewis County Board of  
County Commissioners

Sean D. Swope  
Sean D. Swope, Commissioner

# LEWIS COUNTY ARTIFICIAL INTELLIGENCE (AI) USE POLICY

**Owner:** Information Technology Services

**Version:** 1.0

**Effective:** 2026-02-03

**Last Reviewed:** 2026-02-03

## 1 Purpose

The purpose of this policy is to establish a clear framework for how Lewis County uses artificial intelligence (AI) in its operations. AI can improve efficiency, service quality, and accessibility; however, it also introduces new risks to privacy, security, accuracy, and public trust. This policy sets expectations to ensure that all County use of AI supports lawful, ethical, and transparent public service while safeguarding County data and maintaining human accountability.

## 2 Scope

- 2.1 Applies to anyone acting on behalf of Lewis County, including employees, contractors, volunteers, vendors, departments, and the employees of Elected Officials who have adopted this Policy.
- 2.2 Applies to all AI systems, including embedded AI features, that are used for County business or that access County data.
- 2.3 Applies to any hardware or software technology, regardless of device or account ownership, used in the conduct of County business or access to County data.

## 3 Definitions

- 3.1 **Artificial Intelligence (AI):** Computer systems capable of performing tasks or generating output that normally require human intelligence.
- 3.2 **AI System:** Any software, service, or tool that uses AI techniques in whole or in part.
- 3.3 **Chatbot/Virtual Assistant:** Conversational AI that interacts via text or voice.
- 3.4 **County-Managed Resources:** Systems or accounts procured or approved by the County for official use.
- 3.5 **Public/Consumer AI:** AI services available to the public but not provisioned by the County.
- 3.6 **Prompt (Input) / Output:** Information entered into or produced by an AI system.
- 3.7 **Restricted Data (examples):** Personally identifiable information (PII), protected health information (PHI) governed by the Health Insurance Portability and Accountability Act (HIPAA), Criminal Justice Information Services (CJIS) data, authentication credentials, financial data, security-sensitive system details, Public Records Act (PRA)-exempt content, or any other confidential or sensitive details.
- 3.8 **Harm:** Physical, psychological, reputational, or economic injury; unjustified privacy intrusion; or infringement of rights.

## 4 Guiding Principles

These principles apply throughout the AI system lifecycle and guide responsible County decisions regarding AI use.

- 4.1 **Human Oversight & Accountability.** AI may assist, but does not replace, meaningful human judgment. A responsible employee or official remains accountable for AI uses and outcomes.
- 4.2 **Security & Privacy.** Protect County systems, data, and individual privacy by maintaining appropriate security and confidentiality safeguards throughout the AI lifecycle.
- 4.3 **Safety.** Avoid uses that could cause harm and apply safeguards proportional to the level of risk.
- 4.4 **Transparency.** Communicate material AI use, maintain documentation, and provide attribution where appropriate.
- 4.5 **Effectiveness.** Use AI for defined business needs; pilot, measure value, and discontinue systems that do not deliver clear benefits.
- 4.6 **Lawfulness, Integrity, & Public Trust.** Meet all legal and contractual obligations while upholding ethics, professionalism, and accuracy.
- 4.7 **Workforce Empowerment.** Provide training, examples, and procedures to support safe and effective AI use.

## 5 Authorization & Onboarding

- 5.1 Department Heads or Elected Officials (or their designees) must pre-approve, in writing, proposed AI use.
- 5.2 All AI systems require Information Technology Services department (IT) review and approval before implementation.
  - 5.2.1 **Embedded Features Exception.** Minor AI features within already-approved applications (such as search engines, office suites, or browsers) do not require separate approval when used within the application's approved scope. All other rules, including data handling and attribution, still apply.
- 5.3 Any change that materially alters an AI system's functionality, data use, or risk profile (such as model updates, new integrations, or revised data handling) requires IT review and approval.

## 6 Procurement & Vendor Requirements

- 6.1 AI used for County business must operate through County-managed resources. Limited exceptions may be authorized under documented governance and security controls.
- 6.2 AI contracts must comply with the County's **Procurement Policy** and **Technology Policy**. AI-specific requirements include:
- No vendor training on County data without express written authorization.
  - Single Sign-On/Multifactor Authentication for all user access.
  - Public Records Act/eDiscovery export functionality.
  - Data residency and compliance where required (e.g., CJIS, HIPAA).
  - Accessibility and language-access compliance for public services.
  - Disclosure of sub-processors and breach notification.
  - Right to audit or independent assessment, especially for systems processing sensitive data or critical functions.

## 7 Data Security & Privacy

- 7.1 Treat AI prompts and inputs as public and disclosable unless using a County environment specifically authorized for non-public data.
- 7.2 Do not input restricted or regulated data into public or consumer AI. Use only County-approved environments authorized for that data classification.
- 7.3 Employees must safeguard information provided to or obtained from AI, ensuring its security, confidentiality, and appropriate use consistent with County data-protection requirements.

## 8 Human Review & Attribution

- 8.1 AI-produced work must be reviewed by a County employee to ensure it is accurate, lawful, and appropriate for its intended purpose before any use or distribution, including but not limited to decisions, public communication, policies, reports, code, or publications.
- 8.1.1 **Approved Automation Exception.** County-approved automated systems (for example, public chatbots) may provide low-risk outputs without direct human review when subject to approved safeguards and transparent public notices.
- 8.2 Disclose material AI use when required by law, contract, or platform, or where omission could mislead. Human-reviewed content does not require attribution.

## 9 Records & Retention

9.1 AI use creates public records; retention depends on the content or function, not the tool used.

9.2 Retain AI prompts and outputs according to the County's **Records Management Policy** and **Public Records Act (PRA) Compliance Policy**.

## 10 Prohibited Uses

10.1 Storing or processing non-public County data in public or consumer AI.

10.2 Engaging in harmful or high-risk AI uses, including but not limited to:

- Fully automated impactful decisions without human oversight.
- Impersonation.
- Covert biometric identification or tracking without legal authority.
- Social scoring.
- Manipulative outputs targeting vulnerable groups.

10.3 Technology misuse or violations of acceptable use are governed by the **Technology Policy** and **Employee Handbook**.

## 11 Responsibilities & Enforcement

11.1 Personnel must follow County technology and security policies; any attempt to bypass or disable approved controls, or otherwise use systems contrary to policy, constitutes misuse.

11.2 Violations may result in disciplinary action up to termination or contractual remedies; suspected unlawful conduct may be referred to authorities.

11.3 Report suspected violations promptly to IT, HR, and Legal.

## 12 Governance & Review

12.1 **Policy Owner:** Information Technology Services.

12.2 **Review Cadence:** Annually or upon material legal or technology change.

12.3 **Change Control:** Revisions approved by designated authority and tracked in version history.

## References & Cross-Policy Dependencies

**Technology Policy** — governs acceptable system and equipment use, monitoring, software, disposal, and internet/email practices.

**Employee Handbook** — governs monitoring, online communication standards, social media use, and personal devices.

**Records Management Policy** — governs retention, location, destruction, transitory records, and legal holds.

**Public Records Act (PRA) Compliance Policy (Res. 23-140)** — establishes PRA duties for disclosure.

**Procurement Policy** — governs general vendor terms and contract management.

Version History

<b>Version</b>	<b>Approved Date</b>	<b>Approved By</b>	<b>Change Notes</b>
<b>1.0</b>	2026-02-03	Board/Gabe Anzelini	Initial approval

# BOCC AGENDA ITEM SUMMARY

**Resolution:** 26-042

**BOCC Meeting Date:** Feb. 3, 2026

**Suggested Wording for Agenda Item:**

**Agenda Type:** Deliberation

Establish the Lewis County AI Policy

**Contact:** Gabe Anzelini

**Phone:** 3607403347

**Department:** IT - Information Technology

**Description:**

Establishment of the Lewis County AI Policy

**Approvals:**

**Publication Requirements:**

**Publications:**

User	Status
PA's Office	Approved

**Additional Copies:**

**Cover Letter To:**