



INTERNAL MANAGEMENT POLICY & PROCEDURE


Applicability: ☐ Adult Operation Only ☐ JUVENILE Operations Only ☒ DEPARTMENT-WIDE

IMPP #: 05-105D

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INFORMATION TECHNOLOGY AND RECORDS: Generative Artificial Intelligence

Original Date Issued: 01-20-24 Replaces IMPP Issued: N/A **CURRENT EFFECTIVE DATE: 01-20-24**

Approved By: , Secretary Next Scheduled Review: 01/2027

POLICY

This policy shall serve as the primary governing document for usage of generative artificial intelligence technology as a user or related activities by the entities.

DEFINITIONS

Entity: Agencies, boards, commissions under the direction of the Governor or agents and contractors acting on behalf of those agencies, boards or commissions.

Generative Artificial Intelligence (AI): Uses advanced technologies such as predictive algorithms, machine learning, and large language models to process natural language and produce content in the form of text, images, or other types of media. Generated content is typically remarkably similar to what a human creator might produce, such as text consisting of entire narratives of naturally reading sentences.

PROCEDURES

I. Policy Application

- A. This policy applies to all business use cases involving the Kansas Department of Corrections, including but not limited to:
1. Development of software code;
 2. Written documentation (i.e., policy, legislation, or regulations) and correspondence (memorandums, letters, text messages, and emails);
 3. Research;
 4. Summarizing and proofreading documents; and
 5. Making business decisions that impact short-term or long-term activities or policies and procedures.

II. Guidelines for use of Generative AI

- A. Responses produced from generative AI outputs shall be reviewed by knowledgeable human operators for accuracy, appropriateness, privacy, and security before being acted upon or disseminated.
- B. Responses produced from generative AI shall not be:

1. Used verbatim;
 2. Assumed to be truthful, credible, or accurate;
 3. Treated as the sole source of reference;
 4. Used to issue official statements (i.e., policy, legislation, or regulations);
 5. Solely relied upon for making final decisions; or
 6. Used to impersonate individuals or organizations.
- C. Restricted Use Information (RUI) shall not be provided when interacting with generative AI. (Refer to IT Executive Counsel Policy 7230A Section 9.16 Account Management – RUI).
- D. Material that is inappropriate for public release shall not be entered as input to generative AI. All information that is provided shall be subjected to the same standard as referenced in the State Social Media Policy and shall be treated as publicly available.
- E. Material that is copyrighted, or the property of another, shall not be entered as input to generative AI.
- F. Generative AI shall not be used for any activities that are illegal or in violation of state policy or agency acceptable use policy.
- G. Agencies shall ensure contractors disclose in their contracts the utilization of generative AI or integrations with generative AI platforms.
- H. Agency contracts shall prohibit contractors from using State of Kansas RUI or other confidential data in generative AI queries or for building or training proprietary generative AI programs unless explicitly approved by the agency head with consultation from the Chief Information Security Officer.
- I. Contractors utilizing Generative AI to build software explicitly for the Kansas Department of Corrections must demonstrate positive control over all data input into the system.

III. Software Code Development

- A. Software code produced by generative AI shall only be implemented after the entity has identified and mitigated all business and security risks related to its use.
- B. All usage of software code produced by generative AI shall be annotated.

IV. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, and residents and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents, or residents, or an independent duty owed by the Department of Corrections to employees, residents, residents, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS

None.

REFERENCES

KCJIS 5.9
ITEC 7230-A Security Standards
P8200.00 Generative Artificial Intelligence Signed.pdf

HISTORY

01-20-24 Original

ATTACHMENTS

None.