



GENERATIVE ARTIFICIAL INTELLIGENCE STANDARD

Standard

Document Title	Generative Artificial Intelligence Standard		
Subject Code ID		Document Type	Standard
Office	Office of the Information and Technology Services		
Department			
Division	All	Original Issue Date	
Approving Authority	Chief Information Officer	Responsible Employee	Information Security Architect
Effective Date	3/1/2024	Published Date	
Next Review Date	3/1/2025	Reviewed Date	3/1/2024
Cited Authorities			
Associated AOC Forms			

Purpose

The purpose of this standard is to outline the expectations and acceptable use of generative artificial intelligence within the Office of Information and Technology Services (ITS). The standard is created to protect the safety, privacy, and intellectual property rights of the Kentucky Court of Justice (KCOJ).

Scope

This standard applies to all Information and Technology Services personnel.

Definitions

1. “KCOJ” means the Kentucky Court of Justice
2. “AOC” means the Kentucky Administrative Office of the Courts and all offices, departments, and divisions
3. “ITS” means the Office of Information and Technology Services
4. “AI” means artificial intelligence.

5. “Generative artificial intelligence” means AI with 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 like what a human creator might produce, such as text consisting of entire narratives of naturally reading sentences.
6. “Software code” (code), refers to a set of instructions written in a programming language that is understandable by computers. These instructions dictate the behavior and functionality of a software program. Code is typically written by software developers to solve specific problems or to achieve particular tasks within a computer program. It serves as the blueprint or recipe that guides the computer in executing tasks, processing data, and interacting with users or other systems.
7. “Software Work Products” refer to the tangible deliverables or artifacts produced during the software development lifecycle. These may include documents, diagrams, specifications, prototypes, test plans, code, and other materials created throughout the various stages of software development. Work products serve as documentation and evidence of the development process, capturing requirements, designs, implementation details, and testing outcomes. Work products are essential for communication, collaboration, and quality assurance within development teams and may also be used for regulatory compliance, project management, and knowledge transfer purposes. Examples of software work products include software requirements specifications (SRS), architecture diagrams, user interface designs, source code, executable software, test cases, and user manuals.

Summary

As generative AI technology progresses, chatbots, virtual assistants, and other systems based on it are becoming more prevalent. These can be standalone systems, integrated as features within search engines, or overtly or transparently embedded in all manner of other software tools.

Generative AI tools have the potential to enhance productivity by assisting with tasks like drafting documents, editing text, generating ideas, and developing software. However, these technologies have potential risks that include inaccuracies, bias, and unauthorized use of intellectual property. In addition, content created by AI, and the public availability of information submitted to the AI, could pose security and/or privacy concerns.

Standard

1. This standard applies to all use cases for generative AI, including, but not limited to:
 - a. Developing software code
 - b. Writing documentation
 - c. Researching
 - d. Summarizing and proofreading documents
 - e. Testing Procedures/Documentation
 - f. Creating training materials
 - g. Making business decisions that impact short-term or long-term activities or policies and procedures.
2. Responsibilities under this standard include:
 - a. Responses generated from generative AI outputs shall be reviewed by knowledgeable individuals for accuracy, appropriateness, privacy, and security before being acted upon or disseminated.
 - b. Responses generated from generative AI shall not:
 - i. Be assumed to be truthful, credible, or accurate
 - ii. Be used verbatim
 - iii. Be treated as the sole source of reference
 - iv. Be used to issue official statements (i.e., policy, legislation, or regulations)
 - v. Be solely relied upon for making final decisions
 - vi. Be used to impersonate individuals or organizations
 - c. Use Limitations
 - i. Confidential information shall not be provided when interacting with generative AI.
 - ii. Material that is inappropriate for public release shall not be entered as input to generative AI.
 - iii. Material that is copyrighted or the property of another, shall not be entered as input to generative AI.
 - iv. Generative AI shall not be used for any activities that are harmful, illegal, or in violation of KCOJ policy or KCOJ Acceptable Use policy.

3. Software Code and Work Product Development
 - a. Software code and work products generated by generative AI shall only be implemented after all business and security risks are mitigated and peer review and manager approval have been completed.
 - b. The usage of software code and work products generated completely by generative AI shall be annotated to include the AI model or system of origin, the date of generation, and details regarding the input provided to the AI. Additionally, any wholly AI-generated software code must be approved by the appropriate division manager and the applicable architect.
 - c. Positive control over all data input into generative AI will be demonstrated and documented according to division standard operating procedures.
4. Contracts for Products/Services
 - a. ITS shall request that vendors contracts include:
 - i. Disclosure of generative AI or integrations with generative AI platforms.
 - ii. Demonstration of positive controls of all data used by generative AI to build software explicitly for the KCOJ.
 - iii. Prohibition of using court data or other confidential data in generative AI queries and building or training proprietary generative AI programs unless explicitly approved by the AOC Director, Chief Information Officer in consultation with Information Security Architect.

	Printed Name	Signature	Date
Review and Approved by Appointing Authority			