

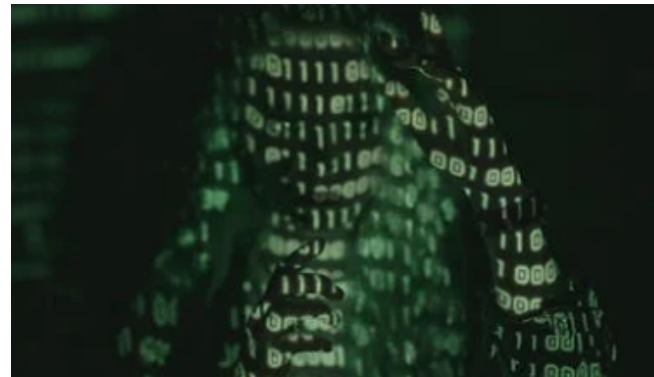


AI CONSIDERATIONS CHECKLIST

KEY INSIGHTS FOR THOUGHTFUL AI INTEGRATION IN THE WORKPLACE

As organizations increasingly adopt AI tools, it's crucial to thoughtfully assess their impact on workflows, security, and data management. This checklist highlights key considerations to ensure that AI integration enhances productivity while safeguarding sensitive information and maintaining compliance with regulations.

- ☐ What is the overall goal of using AI in the workplace? Once you have an overall goal or strategy for AI use, you need to consider what tools meet your IT security standards and what tools are best for each project.
- ☐ Your organization may already have built-in Microsoft AI tools such as Copilot that are available for use and do not allow for sharing of data outside of the organization.
- ☐ Consider creating use cases by group so that the guardrails are set for each department such as human resources, law enforcement, emergency management, etc.
- ☐ There should be a process in place for the acquisition of AI tools like ChatGPT, Claude, Bing AI, Meta AI, etc. Best practice would be for employees to request use of AI tools through their IT Department and IT would review for approval and use of the AI tool.
- ☐ Sensitive Data should be not input into AI tools because the use and storage, and by default, the security on AI servers and databases is unknown. AI tools may store conversation history without your knowledge and all use of AI tools used for County business may be subject to applicable public records laws.
- ☐ Validating the outputs from AI tools is critical to ensure accuracy as AI tools have been known to generate false outputs.



CRITICAL ASPECTS

- Data Security Risks
- Accuracy and Reliability
- Compliance and Legal Considerations

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The WCRP is a risk management pool with 24 member counties, out of Washington's 39 total counties. We operate under RCW 48.62 which allows local government entities to jointly group self-insure for their property and casualty insurance needs.

Members of the WCRP benefit from significant insurance limits, broad coverage and in-house loss control, member services and claims management. The WCRP provides its members with various risk management resources to help reduce or eliminate risk and reduce costs associated with the litigation of claims.