



Board Policy No. 444

Artificial Intelligence Framework & Guidelines

ADOPTED:

RECENT AMENDMENT: 9/17/2024

SEE ALSO: 217, 440, 440A, & 440B

SUBJECT CATEGORY: SECTION 400, OPERATIONS

SUBSECTION: INFORMATION SYSTEMS

CONTROL DEPARTMENT: INNOVATION & TECHNOLOGY

I. PURPOSE

The Alameda-Contra Costa Transit District is committed to the responsible use of Artificial Intelligence (AI) technologies. This policy aims to establish guidelines for the utilization of generative AI and all future AI technologies within the District, ensuring compliance with ethical standards, legal requirements, and technological advancements.

II. PERSONS AFFECTED

This policy applies to all District Board Members, Board Officers, employees, contractors, consultants, temporary employees, and interns.

III. DEFINITIONS

“Artificial Intelligence (AI)” means technologies enabling machines to perform tasks requiring human intelligence, such as decision-making, speech recognition, visual perception, and language translation.

“AI-Driven Systems” means systems that incorporate AI components to enhance their overall functionality.

“AI Systems” means AI systems specifically designed to perform tasks that require artificial intelligence capabilities.

“Biometric Identification” means the use of unique physical or behavioral characteristics (e.g., fingerprints, facial recognition) to identify individuals.

“Cultural Factors” means elements that influence an individual's beliefs, behaviors, and values based on their cultural background.

“Explainable Algorithms” means AI algorithms designed to provide understandable and interpretable results, making their decision-making processes transparent.

“Generative AI” means a subset of AI that creates new content or data based on existing information, often through machine learning models.

“Personally Identifiable Information (PII)” means information that can identify an individual, such as names, addresses, and social security numbers.

“Social Scoring” means the use of AI-powered tools to track an individual's social behavior, preferences, and characteristics.

IV. POLICY

A. Prohibited Uses

1. AC Transit strictly prohibits unauthorized access to data or systems using AI tools, real-time and covert biometric identification, and the utilization of AI for illegal, harmful, or malicious activities.
2. AC Transit does not allow significant decisions related to hiring, benefits, or sensitive matters to be influenced by AI bias, nor does it permit the use of AI for emotion analysis and cognitive behavioral manipulation.
3. AC Transit prohibits social scoring, tracking individuals based on personal characteristics, and inputting sensitive data into generative AI tools to ensure ethical standards, legal compliance, and the protection of privacy.

B. Transparency And Accountability

1. AC Transit mandates that AI systems employ transparent methodologies, sources, and decision-making processes, with explainable algorithms, reliable data sourcing, and clear decision-making logic.
2. Each AI system must transparently identify responsible parties and ensure any AI-generated output is acknowledged, documented, and cited, maintaining transparency and accountability for all AI-driven activities.

C. Privacy, Data Protection, & Intellectual Property Rights

1. AI systems must uphold individual privacy rights and conform to data protection regulations.
2. Personally Identifiable Information (PII) must undergo anonymization prior to AI collection or processing; if anonymization is impractical, District will establish explicit consent mechanisms for data collection and processing.
3. The utilization of AI systems must align with the prevailing guidance outlined in District Board Policies, administrative regulations, and other State and Federal laws.

D. Safety & Reliability

1. AC Transit requires AI systems to undergo comprehensive testing procedures to ensure their reliability and safety and mandates continuous monitoring of AI-driven systems to ensure transparency and accountability by disclosing data origins and promptly identifying and rectifying unintended behaviors.

E. Collaboration & Partnerships

1. AC Transit will actively pursue collaborations with academia, industry, and government entities to exchange best practices concerning AI.
2. Collaborative partnerships must adhere to the ethical and operational principles delineated in this policy to ensure alignment and consistency.

F. Accessibility and Inclusivity

1. AC Transit will develop AI systems that prioritize accessibility for all staff and riders, including those with disabilities, ensuring that all systems, including AI-driven ones, are accessible.
2. AC Transit will integrate local languages and cultural factors into public-facing AI systems to ensure comprehensive inclusivity and professionalism.

G. Policy Enforcement

1. All affected persons as defined above that utilize AI systems must abide by this policy.
2. Violations made by a third party while operating an AI system on behalf of the District may result in a breach of contract and/or pursuit of damages.
3. Infractions that violate local, state, federal, or international law may be remanded to the proper authorities. This policy will be enforced through disciplinary action, including termination, breach of contract, pursuit of damages, or remand to proper authorities if violations occur.

V. AUTHORITY**A. General Manager's Authority**

The General Manager is directed to implement the necessary administrative regulations and controls to enforce this policy effectively. This policy applies to all District Board Members, Board Officers, employees, contractors, consultants, temporary employees, and interns.