

Contra Costa Local Government Leadership Academy

Anthony Colden
Bradley Harms
Steven Linderman

TeamAI

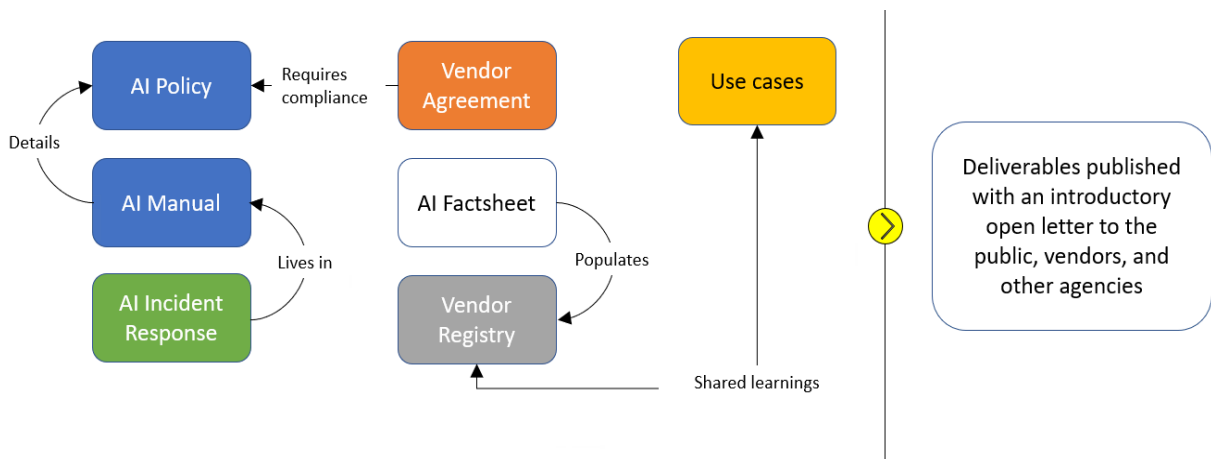
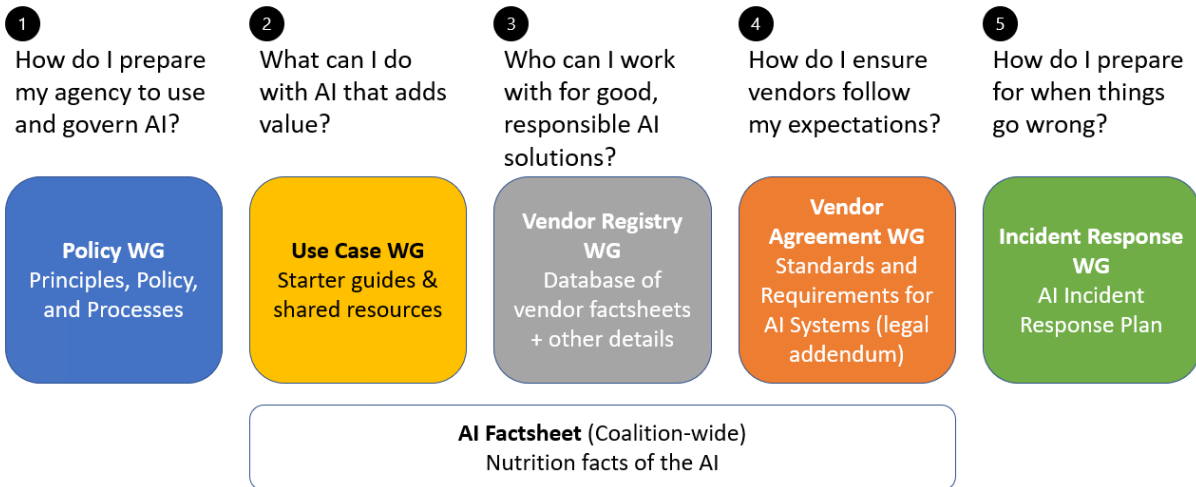
Daniel Gordon
Mackenzie Brady
Jimmy Zhou
Scott Watkins

1. **Document Overview** a summary of this document
2. **Forward** a written statement by the Contra Costa Leadership Team that created this document
3. **Draft Staff Report for Adoption of AI Policy**
4. **CC Leadership Presentation**
5. **GovAI Coalition** background and overview
6. **GovAI Coalition Policy** governs the use of AI systems by agencies.
7. **GovAI Coalition Policy Manual** provides guidance on how to comply with their agency's AI Policy.
8. **GovAI Coalition Incident Response Plan** for the next generation of security risks. The AI Incident Response Plan is a playbook for agencies to prepare for and address AI incidents.
9. **GovAI Coalition FactSheet** provides agencies the technical information they need to adequately understand, evaluate, and use third-party AI systems.
10. **GovAI Coalition Vendor Agreement** ensures that the AI systems sold to agencies comply with the expectations for responsible AI in government.
11. **GovAI Coalition Standardized guide for sharing AI use cases** provides agencies with a standardized format for recording and sharing their experiences using AI.
12. **GovAI Coalition vendor registry** of AI systems available for government use. Vendors provide information about their AI system (e.g., technical capabilities, performance metrics, optimal deployment conditions, etc.) via the AI FactSheet to the Registry, which can then be viewed by agencies in the GovAI Coalition. Agencies can also share their experience working with certain vendors to other agencies on the platform.
13. **Generative AI Standards** Artificial intelligence (AI) is a powerful tool that can be used to improve services and operations. However, it is important to use Generative AI and Large Language Models (LLMs) responsibly and ethically. This document provides standards for how [Agency's] staff and service providers should use Generative AI and natural language requests through LLMs.
14. **Prompt Engineering**
15. **Links to Articles, Academic Studies etc.**



GovAI Coalition, how does it all fit?

Tools to go from 0 to 90 in using AI in Government



Crawl

- Stand up an internal AI Working Group.
- Begin development of city AI policy and training using CCLA resources.
- Start testing of generative AI tools by working group members.

Walk

- Publish policies internally and deploy working group training.
- Whitelist city employees who complete training so they can access generative AI tools.
- Consider publishing AI policy publicly through a Resolution
- Join the GovAI Coalition

Run

- Monitor and update AI policy to keep up with technology.
- Begin evaluating tools containing AI that are being purchased.
- Review the GovAI Coalition Vendor Registry and look to incorporate AI tools that can benefit staff, residents and the overall community.

