

STATE BAR ARTIFICIAL INTELLIGENCE (AI) USE POLICY

A] AI Oversight Committee: To provide structure and guidance to staff on matters concerning generative AI, a dedicated committee will be established. Responsibilities of this committee include, identifying appropriate use cases, recommending guidelines on AI platform testing, recommending training for staff, and recommending the security standards of AI usage within the State Bar. The committee will comprise individuals with experience in technology, information security, and staff from various roles who are interested and committed to learning about AI.

B] Training: Generative AI training will be implemented to educate staff on how to use AI. These trainings will cover a variety of topics:

General Functions of AI:	<ul style="list-style-type: none">• How does AI processes information?• What are the different types of AI?• What is a large language model (LLM) and how do LLMs work?
Risks of AI:	<ul style="list-style-type: none">• What are the security and privacy risks behind using generative AI?• What are the potential risks for bias when using AI?• What are the risks for content generated by AI?
How to properly use AI:	<ul style="list-style-type: none">• What is the proper way to write a prompt?• What are the methods to use AI safely?• What are the ways to recognize and mitigate bias while using AI?

C] Security guidelines: LLMs often store and use inputted data from their users in order to train and improve their models. Below are guidelines to minimize data security risks while using AI:

- **Privacy:** Do not put any non-public data into any AI tools unless you are certain that the tool is verified by the State Bar to meet all security protocols. Additionally, opt out of all possible data collection mechanisms such as data storage and training if possible. This can be done through settings, as outlined in the [Opting Out of Data Collection Instructions](#) document for popular AI platforms. When using a generative AI platform intended for work purposes, make sure that you sign up for the account using your State Bar email. In addition, the password for your generative AI account must be different from all other State Bar related passwords.
- **Content Copyright and Ownership:** When using content outputted from AI, the user must ensure that the generated content does not infringe on any copyright laws. Additionally, before using content generated from AI, it must be verified that the user retains ownership of both the input and the output. This can be done through looking the platform's security policy on their website.

- **Security for Image and Voice Generation:** When using AI to generate images, they should never be used to depict or impersonate real people. In addition, AI should never be used to copy or generate a person's voice.

D] Bias Prevention: As AI systems learn from gathering trends and patterns from pre-existing data, there is potential for bias. The following steps should be taken to prevent bias from occurring when using AI:

- **Bias Testing:** When AI is used for decisions or analysis where bias could affect the output, it will be thoroughly tested beforehand and monitored regularly to ensure proper functioning. Additionally, a system will be in place for reporting and reviewing potential bias instances.
- **Human Oversight:** Although AI can be used as a valuable asset, it does not eliminate the need for human oversight. Each decision recommended by AI should be thoroughly reviewed in order to ensure that there is no underlying bias.

E] Accountability: When State Bar staff use AI, they are responsible for verifying the accuracy of all information used. To support this, the following policy will be in place:

- **Transparency:** If the majority of a final product is AI generated State Bar staff must disclose how AI was used and which platform generated the content. This disclosure can be made through a citation at the bottom of the document, email, image, or video. For example:
 - Document drafted by ChatGPT-4o on 06/28/2024

USE CASE TYPES

A] Generating Original Content: See Appendix A for content generation-based AI use case examples.

B] Summarization: It is important to beware that AI summarized content may miss important details because of bias to the language present in the LLM's training data. See Appendix B for summarization-based AI use case examples.

C] Analysis: AI may misinterpret information in the analysis, so it is important to verify the figures produced by AI. See Appendix C for analysis-based AI use case examples.

D] Research: When using AI for research, AI use must be disclosed, and the information must also be verified using a credible source. The credible source must be verified by the user and cited. See Appendix D for research-based AI use case examples.

E] Enhancement: When using AI software for enhancement, review the final product to ensure the original content is preserved. See Appendix E for enhancement-based AI use case examples.

APPENDIX A:

AI Use Case Examples: Generating Original Content

Examples of State Bar internal use cases:

- Drafting documents, memos, emails, etc.
- Developing service diagrams or other explanatory images.
- Generate agenda/ talking points for meetings.
- Generating social media content such as video scripts, informative diagrams, and captions for posts.

Examples of public access use cases:

- Creating chatbots that can be used to assist in finding information regarding the State Bar.
- Creating informative sections on the website that can be used to further educate the public.
- Creating automated responses for FAQs in order to expedite waiting times for questions.

APPENDIX B

AI Use Case Examples: Summarization

Examples of State Bar internal use cases:

- Summarizing documents.
- Summarizing performance data, financial reports, or compliance metrics in order to highlight key performance indicators, trends, and anomalies.

Examples of public access use cases:

- Summarizing technical or legal documentation in plain language and targeting summaries for different audiences.
- Summarizing public meetings so that people can access comprehensive information in a timely manner.

APPENDIX C

AI Use Case Examples: Analysis

Examples of State Bar internal use cases:

- Using historical data to make predictions about future trends or outcomes such as membership, growth, compliance rates, or resource needs.
- Analyzing social media analytics and metrics by uploading data then asking the AI to recommend a viable social media posting.
- Giving AI an argument and letting it analyze the strengths and weaknesses in the strategy used.

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APPENDIX D

AI Use Case Examples: Research

Examples of State Bar internal use cases:

- Asking AI to conduct research for cases.
- Asking AI to research current policies.
- When curious about a new topic, AI is able to generate a quick lesson about the topic.

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APPENDIX E

AI Use Case Examples: Enhancement

Examples of State Bar internal use cases:

- Utilizing AI to fix grammatical and spelling errors.
- Have AI rewrite text to mirror a certain tone.
- Enhancing internal surveys and feedback analysis.

Examples of public access use cases:

- Using AI to translate complex legal terms and documents into ones that are more understandable to the public.
- Using AI for translations to provide information in a wider array of languages to the public.

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