

CRESTLINE SANITATION DISTRICT STANDARD OPERATING PROCEDURES

Dept.: Plant Operations Staff	Effective Date: 04/14/2026	Page 4 of 4	SOP No.: 75
Subject: Artificial Intelligence (AI)	Issue Date: (Write In)	Revision No.: 1	Revision Date:
Author: Staff	Dept. Head Approval: * Dawn Grantham, General Manager		Supersedes:

CRESTLINE SANITATION DISTRICT POLICY FOR USE OF GENERATIVE AI TOOLS

1. PURPOSE

Publicly available applications driven by generative artificial intelligence (“GenAI”), such as chatbots (e.g. ChatGPT, Google’s Bard, Microsoft Bing) or image generators (e.g. DALL-E 2, Midjourney) are widely available and generally helpful. But, while these content-generating tools may offer attractive opportunities to streamline work functions and increase our efficiency, they come with serious security, accuracy, and intellectual property risks. This policy highlights the unique issues raised by GenAI, helps Crestline Sanitation District (District) employees and officers understand the guidelines for its acceptable use, and protects District confidential or sensitive information, trade secrets, intellectual property, workplace culture, commitment to diversity, community perception, and community trust. Failure to abide by this policy can seriously jeopardize the District, its members, and community and therefore, may be grounds for employee discipline.

2. SCOPE

This policy applies to all District employees regarding the use of any third-party or publicly available GenAI tools, including, but not limited to, ChatGPT, Google Bard, DALL-E, Midjourney, and other similar applications that mimic human intelligence to generate answers, work product, or perform certain tasks.

3. GUIDELINES

DO:

- Understand that GenAI tools may be useful but are not a substitute for human judgment and creativity.
- Understand that many GenAI tools are prone to “hallucinations,” false answers or information, or information that is stale, and therefore responses must always be carefully verified by a human.

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- Treat every bit of information you provide to an GenAI tool as if it will go viral on the Internet, attributed to you and District, regardless of the settings you have selected within the tool (or the assurances made by its creators).
- Inform your supervisor when you have used a GenAI tool to help perform a task.
- Verify that any response from an GenAI tool that you intend to rely on or use is accurate, appropriate, not biased, not a violation of any other individual or entity’s intellectual property or privacy, and consistent with District policies and applicable laws.
- If using a GenAI notetaker application, the District employee is responsible for personally reviewing the notes to ensure accuracy.
- When using a GenAI notetaker application, the District employee will be responsible for clearly obtaining consent of all participating parties at the beginning of the meeting or conversation where GenAI is taking notes.
- Be hyper aware that malicious chatbots can be designed to steal or convince you to divulge information.

DO NOT:

- Do not use GenAI tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- Do not upload or input any confidential, proprietary, or sensitive District or District member information or personal information into any GenAI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked “Confidential,” “Sensitive,” or “Proprietary,” or any other nonpublic District information that might be of use to competitors or ill-wishers or harmful to District if disclosed. This may breach your or District’s obligations to keep certain information confidential and secure, risks widespread disclosure, and may cause District’s rights to that information to be challenged.
- Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person or entity into any GenAI tool.

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- Do not represent work generated by a GenAI tool as being your own original work. Inform your manager or supervisor when you have used a GenAI tool to help perform a task.
- Do not use a GenAI notetaker application for privileged or confidential conversations.
- Do not integrate any GenAI tool with internal District software without first receiving specific written permission from your supervisor and District's IT Department.

4. GENERALLY ACCEPTABLE AND UNACCEPTABLE USES

Use of GenAI in any instance must be expressly disclosed to your manager or supervisor.

Generally acceptable uses of GenAI include the following. If you are unsure, or the situation is unique, contentious, or confidential, please consult with your manager or other supervisor *prior* to using GenAI. Use in these instances must still be disclosed to your manager or supervisor.

- For general-knowledge questions meant to enhance your understanding on a work-related topic.
- To brainstorm ideas related to pending projects.
- To create formulas for spreadsheets.
- To prepare an initial draft of an email or letter.
- To summarize online research or to create outlines for pending projects.
- To take notes during a meeting, which you later will review and confirm comport with your memory of meeting deliberations.

Absolutely unacceptable uses include:

- Using any text created by an GenAI as the exclusive final work product of any kind.
- Copying and pasting, typing, or in any way submitting District or District member information or personnel data into the GenAI.
- Failing to properly cite an GenAI when used as a resource.

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5. VIOLATIONS

Violating this policy may result in disciplinary action, up to and including termination, and could result in legal action. If you are concerned that someone has violated this policy, report this behavior to your supervisor or any member of Human Resources.

6. DISCLAIMER

Nothing in this policy is designed or intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or any other rights protected by the National Labor Relations Act.

If you have any questions regarding this policy, please contact the Human Resources Department.

Employee Name: _____

Signed: _____ Date: _____