



# Public Safety Advisory Partners

*"Helping city leaders navigate public safety with confidence"*

**561-299-0601**

## AI Governance Checklist for Public Safety

### City Manager Edition

#### **Purpose**

This checklist helps city managers ensure artificial intelligence is adopted responsibly in police, fire, and emergency communications while protecting data, accountability, legal integrity, and public trust.

*This checklist is intended to be answered by the city manager or chief executive, not delegated.*

---

#### **1. Executive Awareness and Policy Authority**

- A written AI policy exists and is formally approved by executive leadership
  - The policy applies to police, fire, and communications operations
  - AI use aligns with city values, transparency commitments, and risk tolerance
  - Unauthorized or "shadow AI" use is explicitly prohibited
- 

#### **2. Executive Awareness of AI Use**

- Executive leadership is aware of all AI tools currently in use
  - AI functionality has been deliberately approved, not informally adopted
  - The governing body has been briefed on AI use in public safety
- 

#### **3. Data Protection and CJIS Compliance**

- AI systems handling public safety data operate in closed or CJIS-compliant environments
  - Sensitive data is prohibited from public or open-source AI platforms
  - Data ownership, retention, and deletion rules are clearly defined
  - The city retains full ownership and control of data and AI outputs
- 

#### **4. Human Oversight and Accountability**

- AI supports decisions but does not replace human judgment
- No AI output is auto-submitted into official records
- Officers and supervisors certify the accuracy of AI-assisted reports
- Accountability for errors remains with humans, not systems
- Prosecutorial acceptance of AI-assisted reports does not replace internal review, officer attestation, or supervisory accountability



# Public Safety Advisory Partners

*"Helping city leaders navigate public safety with confidence"*

**561-299-0601**

---

## 5. Reporting and Documentation Controls

- AI-assisted police and fire reports require meaningful human review
  - Supervisors review AI-generated narratives as legal documents
  - Officers are trained to critically evaluate AI outputs
  - AI-assisted reports remain officer-authored documents regardless of prosecutorial acceptance
- 

## 6. Vendor Transparency and Contract Safeguards

- Vendors disclose all AI functionality, not just core features
  - Contracts address data ownership and AI model training restrictions
  - Audit or review rights are preserved where appropriate
  - AI-related liability and breach responsibilities are clearly defined
  - Vendor claims do not rely on prosecutorial acceptance as evidence of legal or governance sufficiency
- 

## 7. Risk, Bias, and Performance Monitoring

- AI systems are periodically reviewed for accuracy and bias
  - Performance metrics are tracked and documented
  - Outputs are explainable and challengeable
  - A process exists to suspend or modify AI use if concerns arise
- 

## 8. Training and Workforce Awareness

- Employees understand approved versus prohibited AI use
  - Training emphasizes accountability and professional judgment
  - Supervisors are trained on AI governance responsibilities
  - Staff know how to report misuse or concerns
- 

## 9. Transparency and Public Trust

- AI use can be clearly explained to the public
  - Messaging is prepared before controversy occurs
  - Legal, communications, and executive leadership are aligned
  - Public explanations do not rely on prosecutorial approval to justify internal practices
-



# Public Safety Advisory Partners

*"Helping city leaders navigate public safety with confidence"*

**561-299-0601**

## 10. Ongoing Review and Executive Oversight

- AI use is reviewed on a regular, scheduled basis
  - Policies are updated as technology and law evolve
  - Executive leadership remains engaged, not reactive
  - AI governance is treated as a standing executive responsibility
- 

### Executive Test

If you cannot confidently answer **yes** to most of these items, AI governance risk exists regardless of operational performance.