

RESOLUTION NO. 09-25

**A RESOLUTION ADOPTING AN ARTIFICIAL INTELLIGENCE POLICY FOR THE TOWN OF
AVOCA IN COMPLIANCE WITH ACT 848 OF 2025; AND FOR OTHER PURPOSES**

WHEREAS, Act 848 of 2025, enacted by the Arkansas General Assembly and codified at Ark. Code Ann. § 25-1-128 et. seq., requires all public entities, including municipalities, to adopt a policy concerning the authorized use of artificial intelligence (AI) and automated decision tools; and

WHEREAS, the Act defines AI as a machine-based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments and it defines Automated Decision Tool as a system or service that uses AI and has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions; and

WHEREAS, the Act mandates that final decisions involving AI must be made by a human employee; and

WHEREAS, Section (d) of Act 848 specifically prohibits the use of AI and automated decision tools by public employees; and

WHEREAS, the Act further requires municipalities to provide employee training on the AI policy and to establish disciplinary procedures for violations of the policy; and

WHEREAS, the Arkansas Municipal League has made training resources available to assist municipalities in complying with Act 848;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF AVOCA, ARKANSAS:

Section 1. The Town hereby adopts the attached Artificial Intelligence Policy, which defines the authorized use of AI and automated decision tools by city employees.

Section 2. The policy requires that all consequential decisions involving AI tools must be reviewed and finalized by a human employee or authorized designee.

Section 3. The policy includes a prohibition on the use of AI and automated decision tools for the following purposes, as required by Section (d) of Act 848 of 2025:

- Expressing a personal political opinion to an elected official unless the opinion is within the scope of the employee's regular job duties; or requested by an elected official or public entity; or
- Engaging in lobbying an elected official on a personal opinion if the employee is a not a registered lobbyist for the city;
- Engaging in illegal activities or activities otherwise prohibited by federal law or state law;
- Intentionally overriding or avoiding the cybersecurity or system integrity procedures of the City.

Section 4. • All employees using or interacting with AI tools must complete training on AI and this policy prior to using AI on Town business or equipment.

Training shall be provided through the Arkansas Municipal League's ACE HUB's AI Training or other approved sources.

Section 5. The Town hereby adopts a disciplinary procedure for violations of the AI policy, which shall be incorporated into the City's employee handbook and enforced accordingly.

PASSED AND ADOPTED this 14 day of October, 2025

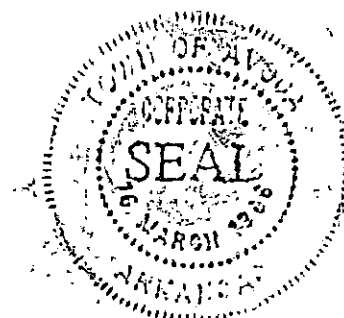


Robert Whitehorn, Mayor – Town of Avoca

ATTEST:



Nanette Barnes, Recorder/Treasurer – Town of Avoca



Artificial Intelligence Policy

Town of Avoca

Policy No: 01-25

Date Adopted: 10/14/2025

1. Purpose

This policy establishes guidelines for the authorized and prohibited use of artificial intelligence (AI) and automated decision tools by employees and contractors of the Town of Avoca (hereinafter the Town), in compliance with Act 848 of 2025, the same being Ark. Code Ann. § 21-1-128.

2. Definitions

- **Artificial Intelligence (AI):** A machine-based system that, based on human-defined objectives, can make predictions, recommendations, or decisions influencing real or virtual environments.
 - **Automated Decision Tool:** A system or service that uses AI and has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions.
 - **Employee:** Any person employed by the Town.
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3. Authorized Use

- AI and automated decision tools may be used to enhance efficiency, accuracy, and service delivery in Town operations.
 - All consequential decisions involving AI tools must be reviewed and finalized by a human employee or authorized designee.
 - AI tools must not be used to make autonomous decisions without human oversight.
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4. Prohibited Use

In accordance with Section (d) of Act 848 of 2025, AI and automated decision tools shall **not** be used by Town employees to:

1. Express personal political opinions to elected officials unless within the scope of the employee's job duties or upon request by an elected official or public entity;
 2. Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the Town;
 3. Engage in illegal activities or activities otherwise prohibited by federal or state law;
 4. Intentionally override or avoid the security and system integrity procedures of the Town.
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5. Protecting Personal Information

Employees must **never input Personally Identifiable Information (PII)** into AI tools. This includes, but is not limited to:

- Full names of individuals
 - Social Security numbers
 - Driver's license or ID numbers
 - Home addresses or phone numbers
 - Email addresses
 - Medical or financial records
 - Employee or student ID numbers
 - Photos of individuals without consent
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6. Training

- All employees using or interacting with AI tools must complete training on AI and this policy prior to using AI on Town business or equipment.
 - Training shall be provided through the Arkansas Municipal League's ACE HUB's AI Training or other approved sources.
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8. Disciplinary Action

- Violations of this policy may result in disciplinary action, up to and including termination, in accordance with the Town's personnel policies and procedures.
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9. Acknowledgment

I acknowledge that I have read and understood the Artificial Intelligence Policy. I agree to follow all rules, responsibilities, and guidelines outlined in the policy, including the appropriate and ethical use of artificial intelligence tools. I understand that violations of this policy and/or failure to comply with this policy may result in disciplinary action, up to and including termination.

Employee Signature

Date

Employee Printed Name

Witness Signature

Witness Printed Name

Date

User Name: LEVI
CERTIFICATE OF RECORD
STATE OF ARKANSAS, COUNTY OF BENTON
I hereby certify that this instrument was
Filed and Recorded in the Official Records
L202558176 10/15/2025 1:26:04 PM
Brenda DeShields, Circuit Clerk
BENTON CO, AR FEE \$35.00