



ARIZONA
DEPARTMENT
of CHILD SAFETY

David Lujan, Cabinet Executive Officer/Executive Deputy Director
Katie Hobbs, Governor

To: All DCS Staff

From: David Lujan, Cabinet Executive Officer/Executive Deputy Director

Re: Use of Generative AI

Date: March 26, 2024

This administrative directive addresses the usage of publicly available Generative AI for Department of Child Safety staff. While Generative AI tools can be helpful in specific contexts, until a statewide solution is available, Generative AI tools should not be used in our work.

Effective Immediately: The disclosure of Personally Identifiable Information (PII) to external generative AI tools is strictly prohibited. PII refers to any data that can be used to identify an individual, such as their name, address, social security number, or other unique identifiers. Protecting PII is crucial to safeguarding individuals' privacy and preventing disclosure of unauthorized information.

The use of generative AI for information that does not include PII is discouraged until a statewide generative AI solution exists. If using generative AI for information that does not include PII, prior to disclosure outside of the organization or uploading into Guardian staff must:

- Review the document for accuracy, particularly for any document that will be used in a legal proceeding.
- Ensure that the document is clear and understandable to the reader. The document should be in plain language.

This administrative directive is effective immediately and replaces any prior directives of policy on the matter. Unless renewed, this administrative directive will expire on September 26, 2024.

Sincerely,

David Lujan
Cabinet Executive Officer
Executive Deputy Director