Model Policy for Using TRULEO Field Notes

PURPOSE

The purpose of this policy is to establish comprehensive guidelines for the ethical and effective use of TRULEO's field notes feature. This includes leveraging generative artificial intelligence (AI) to improve the accuracy, efficiency, and professionalism of report writing while protecting the rights of all individuals and maintaining compliance with applicable laws and departmental policies.

SCOPE

This policy applies to all sworn and non-sworn members of the department who utilize the TRULEO application or are responsible for generating, reviewing, or approving reports that incorporate TRULEO's field notes or AI-generated summaries. It includes the use of body-worn camera (BWC) analytics, AI-supported transcription tools, and any other related functionality provided by the TRULEO platform.

OBJECTIVES

- Enhance Report Accuracy and Consistency
  - Ensure that all field notes and AI-generated content are thoroughly reviewed and verified for factual accuracy and contextual relevance before submission.
  - Minimize errors that could compromise investigations or legal proceedings.
- Protect Privacy and Data Security
  - Maintain strict controls over access to and use of personal identifiable information (PII) contained in field notes and AI-generated reports.
  - Adhere to departmental and legal requirements regarding data encryption, access controls, and retention policies.

- Facilitate Ethical AI Use
  - Define specific parameters for when and how AI tools can be employed to support report generation, ensuring appropriate human oversight at all times.
  - Prevent overreliance on AI in cases where detailed human judgment or complex analysis is required.
- Promote Officer Professionalism and Community Trust
  - Use TRULEO's tools to highlight and encourage best practices in policing, including exemplary communication, de-escalation tactics, and procedural justice.
  - Reinforce the department's commitment to transparency, fairness, and accountability in all community interactions.

GUIDELINES FOR FIELD NOTES USAGE

- Creation and Use of Field Notes
  - Officers are encouraged to use TRULEO's field notes feature to document observations and interactions in real-time or shortly after incidents to ensure accuracy.
  - Field notes must be complete, precise, and free from bias. They should include relevant details of the event, such as time, location, actions taken, and statements made by individuals involved.
  - Field notes are not a substitute for a final report but serve as a foundational document that supports comprehensive reporting.
- AI in Report Generation
  - TRULEO's generative AI tools may be used to generate report summaries or narratives, particularly for routine or non-critical incidents. Summaries and narratives are generated from Field Notes and can be enhanced with Narrative Suggestions generated from body-worn camera transcripts. The intent is to

streamline the report-writing process while allowing officers to focus on community engagement and situational awareness.

- o <mark>[Department inserts any additional restrictions around AI usage, such as no use for felonies, as desired]</mark>
- o All AI-generated content must be reviewed and amended as necessary by the reporting officer to ensure it reflects the facts accurately.
- o <mark>[Department references any additional AI policies, such as "Lexipol Policy 396 – Generative Artificial Intelligence Use"]</mark>

- Review and Approval
    - o Supervisors must review all reports, whether drafted manually or with AI assistance, for accuracy, completeness, and adherence to departmental standards. <mark>[Department references any additional related policies around report review]</mark>
    - o Reports with identified inaccuracies or omissions will be returned to the originating officer for correction. Repeated submission of inaccurate reports may result in disciplinary action as outlined in department policy.

PRIVACY AND SECURITY CONSIDERATIONS

- Data Integrity
    - o TRULEO's automated redaction features automatically obscure PII from body-worn camera transcripts and safeguard the privacy of civilians.
    - o TRULEO is a CJIS-compliant data environment. All content generated or stored within TRULEO must be handled in compliance with the department's data security protocols.
- Access Control

- o Access to TRULEO's features is role-based and limited to authorized personnel. Department administrators must ensure that permissions align with job responsibilities.
- Audit Logs
  - o The TRULEO system's built-in audit trail must be used to track access, edits, and other actions performed on reports and notes, ensuring full accountability.

TRAINING AND ACCOUNTABILITY

- Training Requirements
  - o All personnel authorized to use TRULEO must complete initial and ongoing training on its features, limitations, and ethical considerations.
  - o Training will emphasize the importance of human oversight, the need to review AI-generated content for accuracy, and methods for protecting PII.
- Accountability Measures
  - o Supervisors will conduct periodic audits of reports and field notes to ensure compliance with this policy.
  - o Outstanding examples of professionalism and best practices in report writing will be recognized and incorporated into training programs.
  - o Officers failing to adhere to this policy may be subject to retraining, counseling, or other corrective actions.

LEGAL AND ETHICAL USE

- Compliance with Laws and Policies
  - o Use of AI and field notes must align with all relevant federal, state, and local laws, as well as departmental policies, including those related to public records, privacy, and data retention.
- [Department references any relevant laws or policies to be adhered to]

INCIDENT REPORTING

- Any suspected misuse of TRULEO's field notes or AI-generated content, including the failure to review such content for accuracy, must be reported to the designated department supervisor or administrator for investigation
- The department must maintain clear procedures for addressing complaints or concerns regarding the use of AI in reports, ensuring that all allegations are resolved transparently and fairly.

RELATED PROCEDURES

[Department references any relevant laws or policies to be adhered to]