

	INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICY	
	Policy Number: HR-3-11 Policy Title: Use of AI Assisted Work	
	Effective Date: March 16, 2026	Version: 1

POLICY OVERVIEW

This policy sets guidelines for the use of Artificial Intelligence (AI) tools by Department of Child Services (DCS) employees. Employees will follow this policy and those established in the State of Indiana Artificial Intelligence Policy and Guidance document and the State of Indiana – Information Technology Resources User Policy and Agreement (ITR User Policy). See Resources.

POLICY STATEMENT

DCS supports employees' use of DCS/IOT approved AI tools in the performance of official DCS work-related tasks. Staff must use their own judgment and training to make decisions about child safety, placement, and permanency. AI cannot be used as a decision-making tool and cannot replace staff critical thinking, judgment, or action.

PROCEDURE

When using AI, DCS staff will:

1. **Ensure Confidentiality of Information**
All confidential, personally identifiable, and case-specific information must remain confidential. No confidential information may be entered, written, uploaded, stored or otherwise used in an AI tool. See Policy [2.06 Sharing Confidential Information](#);
2. **Verify Compliance**
Staff will use approved AI tools that follow applicable State of Indiana Artificial Intelligence Policy and Guidance. Staff may only use AI tools in accordance with permissions, restrictions and security measures. See Resources.
3. **Follow DCS and State of Indiana (SOI) AI Policies and Guidelines**
These rules exist to:
 - Protect human reasoning, training and laws in decision making, and
 - Ensure the confidentiality of child welfare information.
4. **Use Only Agency Approved AI Tools**
Staff must not use personal, external, public or unapproved AI tools or environments for professional purposes. All AI use must be inside agency-approved platforms. See policies [HR-3-7 Limited Personal Use of State Property/Resources](#), [GA-1 Cellular Devices](#), [Code of Conduct](#), and [Indiana Ethics Code Use of State Property \(42 IAC 1-5-12\)](#) and [Indiana State Personnel Standardized Policies](#);

Note: This policy applies to use of both **state-issued** and **personal** devices (e.g., laptops, tablets, mobile phones).

5. **Prohibit the Use of AI to Produce Falsified or Misleading Information**
Staff must not use AI to create, modify, or edit information in a way that falsifies, misleads or provides inaccurate content or information;
6. **Maintain Responsibility for Accuracy**
Staff remain responsible for the accuracy of all information in reports, assessments, case notes, and written materials even if an approved AI tool helped create the content;
7. **Maintain Decision Making Skills**
Staff must analyze information and make decisions based on their judgement, training, laws, and best practice. AI may not replace human reasoning, assessment, or decision-making responsibilities;
8. **Prohibit Use of AI for Safety, Placement or Permanency Decisions**
Staff must not use AI to replace or support decision making related to child safety decisions, placement decisions, or permanency planning;
9. **Prevent Input of Information for Inappropriate Purposes**
Staff must not use AI in ways that could harm case integrity, confidentiality, or legal duties, including attempts to automate tasks that require judgement or involve protected or confidential information; and
10. **Use AI Only for Approved, Appropriate Purposes**
Staff may use approved AI tools only for tasks marked as appropriate by DCS, including but not limited to:
 - Communication and Writing
 - Writing a professional email
 - Drafting a meeting invite
 - Meetings and Collaboration
 - Creating a meeting agenda
 - Summarizing meeting notes
 - Drafting follow-up emails
 - Organization and Productivity
 - Documentation of daily duties
 - Creating a weekly plan
 - Brainstorming solutions
 - Writing a project update

RESOURCES

- [Code of Conduct](#)
- [Do's and Don'ts for Using AI at Work – Indiana Office of Technology](#)
- [GA-1 Cellular Devices](#)
- [HR-3-7 Limited Personal Use of State Property/Resources](#)
- [Indiana State Personnel Standardized Policies](#)
- [Information Technology Resources User Policy and Agreement \(ITR User Policy\)](#)
- [State of Indiana Artificial Intelligence Policy and Guidance](#)
- [State Agency Artificial Intelligence Systems Standard](#)
- [Standard Document: AI Readiness Assessment Methodology](#)
- [Procedure Document: Review of Artificial Intelligence Submissions](#)