

How to start governing & using AI

Step 1

Read through the **Deliverables Guide**. Use this as your high-level approach to AI governance and circulate with your executive sponsor.

Step 2

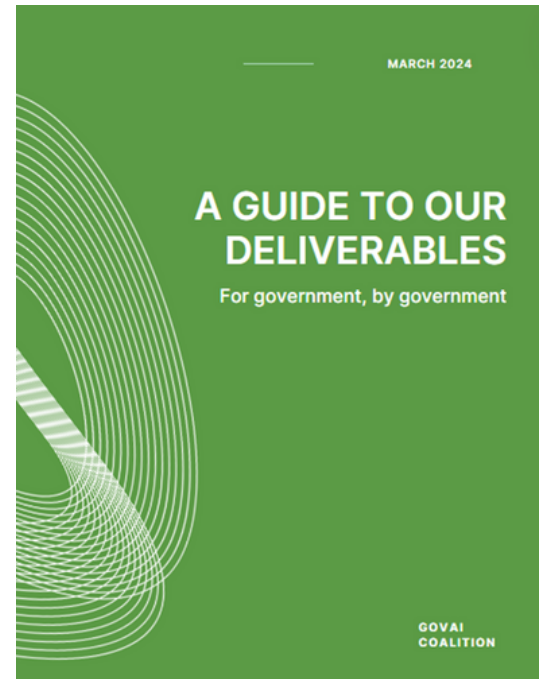
Identify the people that fit the following roles: someone who handles **cybersecurity**, someone who handles **legal** issues, someone who handles **purchasing**, someone who oversees **technology**, and someone willing to be the **AI expert**. The AI expert doesn't need to be an expert today, but can gain those skills through the Coalition.

Step 3

Discuss the **AI Policy**. Align with your executive sponsor and broader leadership on your agency's responsible AI principles and overall approach to AI governance.

Step 4

Check the "Prohibited Uses" section of the **AI Policy**; add or remove as your agency sees fit. [Here is a draft email you can send to your Public Safety and other departments to see if they have any existing use cases that you may or may not want to be prohibited.](#)



About the GovAI Coalition

The GovAI Coalition consists of over 250 agencies committed to effective and responsible AI and vendor accountability.

Questions?

Contact us at digitalprivacy@sanjoseca.gov



Note on the AI expert

The AI expert will typically be someone in the agency who is close to data and/or privacy initiatives, like a data manager, privacy officer, tech policy lead, or other person willing to learn.

Step 5

Share the **Vendor Agreement** and **AI FactSheet** with your purchasing team. Share the **AI Policy** with your leadership, the **AI Policy Manual**, and **Use Case Template** with your AI expert. Share the **AI Incident Response Plan** with your cybersecurity expert.

Step 6

The AI expert convenes all stakeholders relevant to AI governance in a standing body (e.g., working group, advisory board, etc.) that meets on a regular basis. At these regular meetings, members provide updates and agency employees can ask questions related to AI governance for their specific department or use case. See the **AI Policy Manual** for instructions on how to set up an AI Working Group in your agency.

Step 7

Share your agency's **AI Policy**, experiences, and other materials related to AI with the GovAI Coalition so that other agencies can learn from your implementation.

Becoming your agency's AI expert

1. Understand what AI is (intro from [WIRED](#) and deep dive from [3Blue1Brown](#))
2. Get familiar with the GovAI Coalition's tools, see our [walkthrough videos](#)
3. Participate in the **Adoption Support Committee** to learn with other agencies across the country
4. Participate in the **Use Cases Committee** to see how other agencies are already testing e c
5. Share what you learn with your agency's staff

For video tutorials on how to use each of our policy templates, check out the **GovAI Coalition's YouTube channel** at <https://www.youtube.com/@GovAICoalition-gk9fg>.

For more info, go to sanjoseca.gov/govai