ChatGPT for City work

OpenAI's new model predicts the next word in a statement. By doing that millions of times, it creates a conversation. When used responsibly, its a useful tool. Reach out to digitalprivacy@sanjoseca.gov for additional guidance.

Use it to draft professional-sounding text

Rephrase: "hi ____, parking ticket overdue. Pay before Tuesday to or you get extra fees. Best, ____"

Greetings ____, your parking ticket is now past its due date. Please ensure to make the payment before Tuesday to avoid any additional fees. Best regards, ____.

ChatGPT is really good at sounding professional. Give it an outline or a prompt, and it will write full paragraphs. See back for prompt ideas.

Fact check ChatGPT before using a response

Even if it sounds confident, ChatGPT's information can be outdated and wrong.

Is 1000 bigger than 1062?

WRONG

Yes, 1000 is larger than 1062.

Ask it to help solve technical problems

how do I access a database in sql?

To access a database in SQL, you need to follow these general steps:

1. Install a SQL server software like MySQL.

Ask questions about how to use excel, powerpoint, sql, or other tools. Do not provide confidential code or data.

Do not enter any personal information

Anything you type into ChatGPT will be used by OpenAI. Do not type in names, credit card #'s, etc. Do not provide confidential information, such as information on a proposal/RFP not yet public.

For additional guidance, contact the Digital Privacy Officer at digitalprivacy@sanjoseca.gov
Sign up for ChatGPT at chat.openai.com

Prompt ideas

Asking ChatGPT to do something, otherwise known as "prompting" it, is an art. "Prompt engineering" is the study of how to prompt an AI like ChatGPT to do what you want. You can learn more about prompt engineering for free at learnprompting.org.

Remember to **always review, edit, and fact check ChatGPT's responses**. **Do not send personal information to ChatGPT. ChatGPT cannot provide legal or medical advice.**

Example prompts to help draft background context:
- "Write the opening paragraph about expanding multi-family housing development in San José"
- "You are the San José department of transportation writing to explain the need for speed bumps to reach zero traffic fatalities. Write the opening paragraph"

Example prompt to help create an outline for a policy:
- "Put together a privacy review framework that highlights three key principles: risk-based prioritization of reviews, resident engagement on technology, and aligned protection across the agency and its partners"
- "Draft a policy for how the City of San José should handle California Public Records Act Requests received by mail"

Example prompt for an email:
- "Write a cute, exciting email that gets people to want to attend IT Department's upcoming Healthy Soups, Salads and More sale on Wednesday, March 29"
- "Rephrase this for an email: We got your request and will respond when we have an update "