FOR YOUR INFORMATION

FYI FYI FYI FYI FYI FYI FYI FYI FYI FYI

Issue 26-04 **Date: 02/24/2026**

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI) IN THE WORKPLACE

This is to remind staff of DCFS' directive on the use of AI as previously communicated in a released memo dated October 29, 2025.

DCFS recognizes that AI is a fast-emerging technology that can be a useful tool for our work. However, there are potential risks to privacy and confidentiality and legal implications, among others that require further review, resources and/or training.

AI services and software, including but not limited to ChatGPT, Gemini, Monica, Atlas, and Copilot, shall NOT be used for the purpose of completing any non-public work-related tasks, including writing court reports and contacts, or anything else related to sensitive client information.

This instruction also prohibits the use of DCFS non-public information in outside or personal devices that have AI services and software applications. This includes for the purposes of taking notes in meetings or during supervision that include sensitive client or employee information.

Limited use of external AI platforms may be permitted for certain tasks if specifically approved by our Information Technology Services (ITS) in accordance with LA Board Policy, Chapter 6 - Information Technology. A service request with Deputy Director's approval will be required to be submitted to ITS for review and approval. If approved by ITS, staff are responsible and accountable for reviewing the accuracy/validity of their work products and in ensuring that confidentiality is continually protected.

We appreciate all staff who have completed the survey for the purpose of gathering data related to the use of AI services. The Department continues to review and consider the feedback and suggestions received as it strives to obtain resources and find ways to advance the use of technology to make our work more efficient.

For questions regarding the content of this release, please contact:
Information Technology Services at EDL-DCFS_ITS_AIQA@dcfs.lacounty.gov

If you have any questions regarding this release, please email your question to:
Policy@dcfs.lacounty.gov