

AI 60 in 60

The Ultimate Efficiency Hack

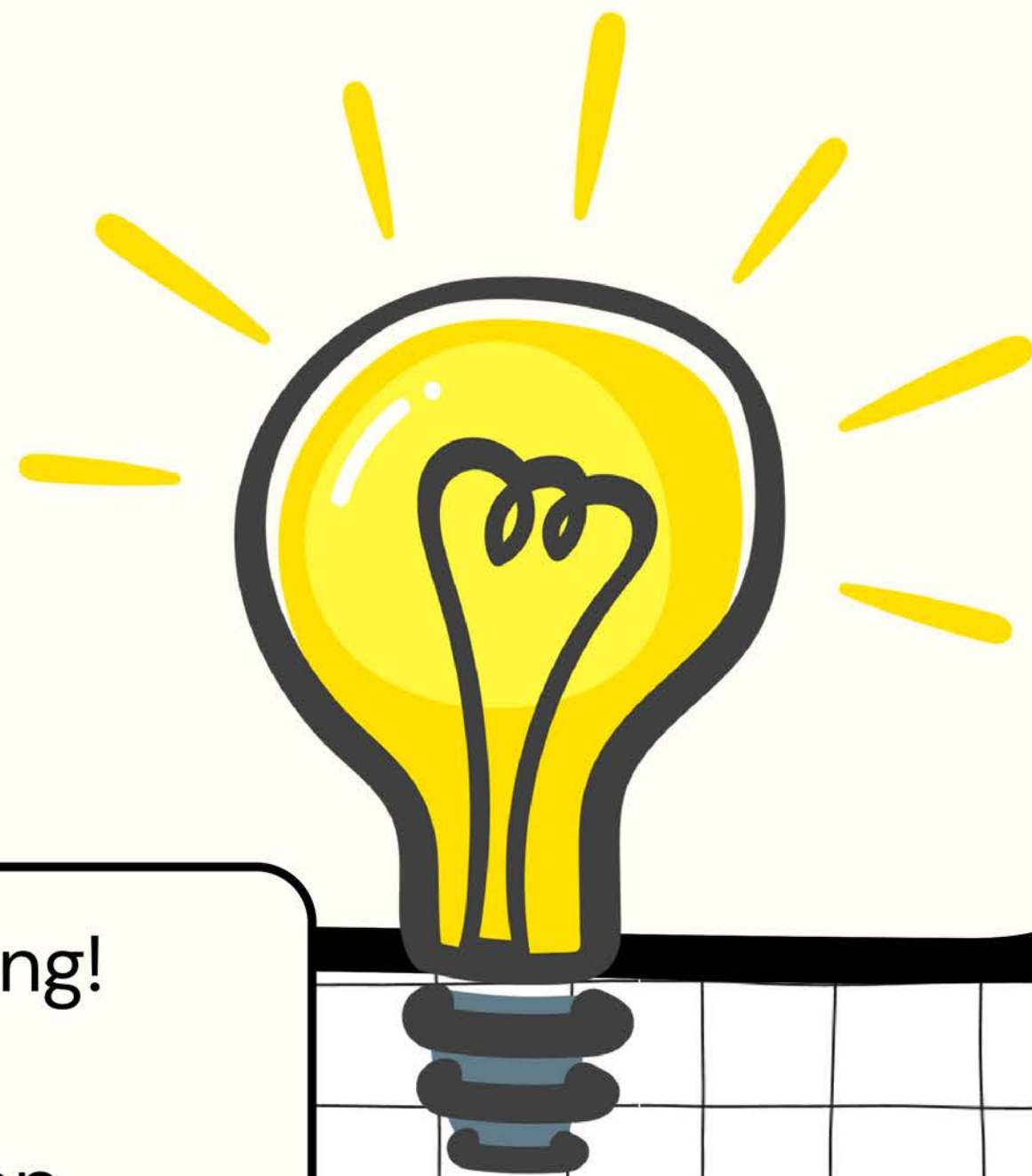
Sara Bustilloz, City of Round Rock



Sign up for ChatGPT to follow along!

openai.com/chatgpt/

Bonus points: Get the mobile app



ChatGPT4o IS FREE!

01

Limited access to
"fancy ChatGPT" (4)

02

Understands
Images

03

Browses the web
for current info

04

Speaks more
languages

05

Some custom
GPTs

06

Defaults to
ChatGPT-3.5 when
you hit your limit

It is worth the extra \$20/month for ChatGPT-Plus when you often hit your limit or want to create custom GPTs.



Disclaimers/ Hot Takes

I'm not sure there are 60 tips in here.

Approximately 95% of my intentional AI use happens in ChatGPT.

I will not be talking about ethics in AI and my personal fears about our new AI overlords.

I hate AI-generated images.
(but I love editing images using AI!)



AI Ground Rules

Be playful and stay curious.

Dedicate a block of time per day.

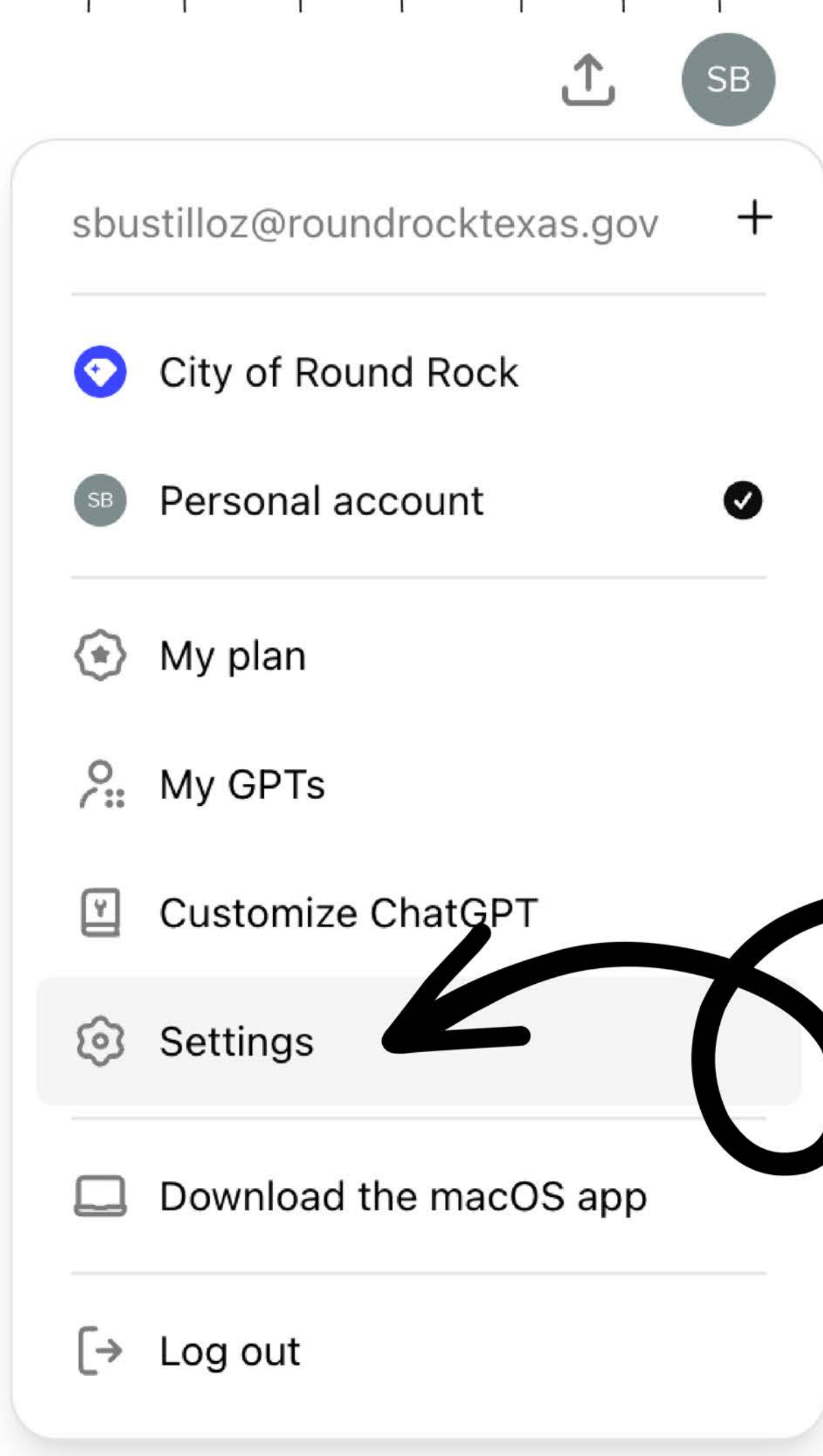
Stay updated with the latest features.

Treat it like an intern.

Expect imperfections.

Don't give up!

Use an iterative approach.



**Data Controls
are in Settings**

Settings



General

Improve the model for everyone

Off >

Personalization

Shared links

Manage

Speech

Data controls

Data

Export

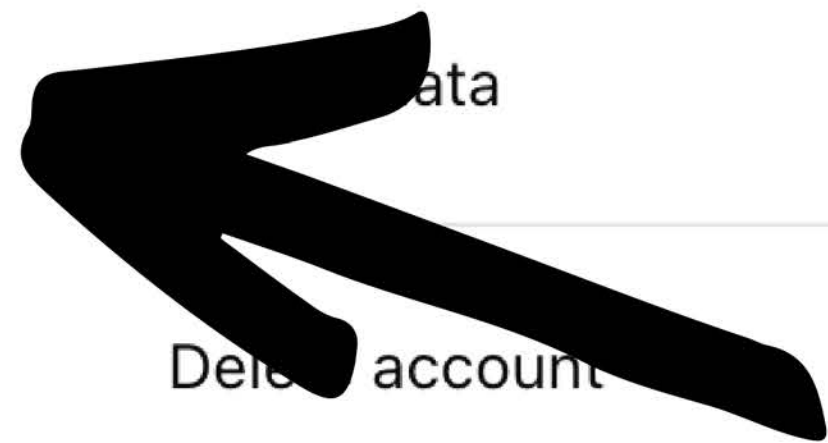
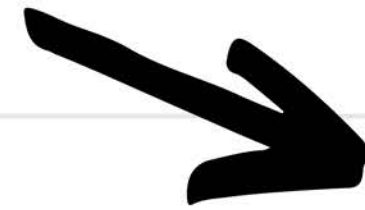
Builder profile

Delete account

Delete

Connected apps

Security



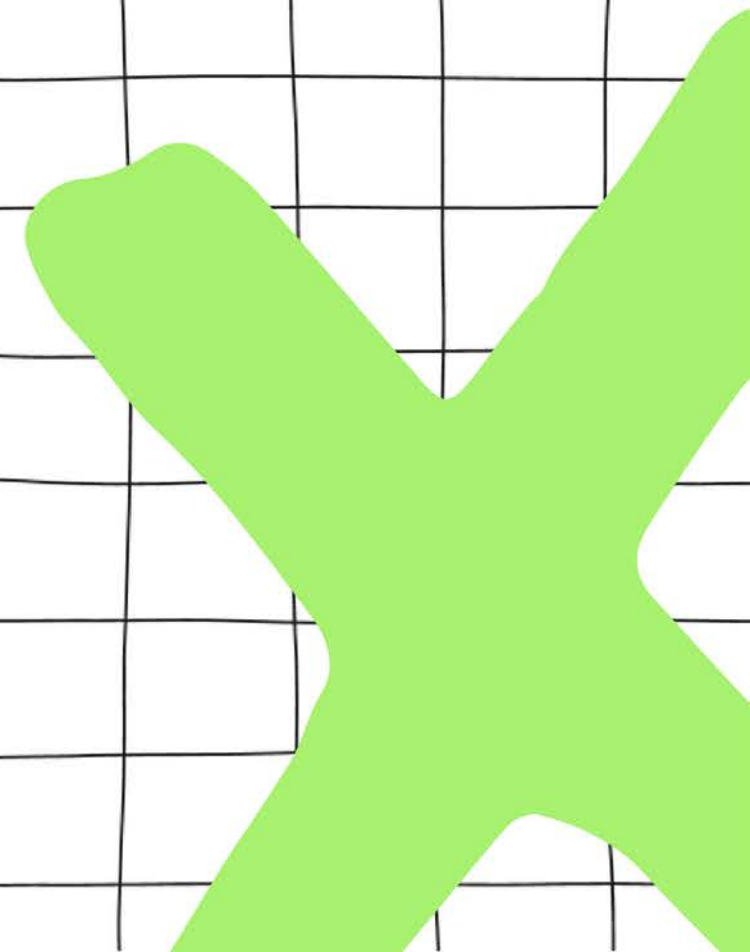
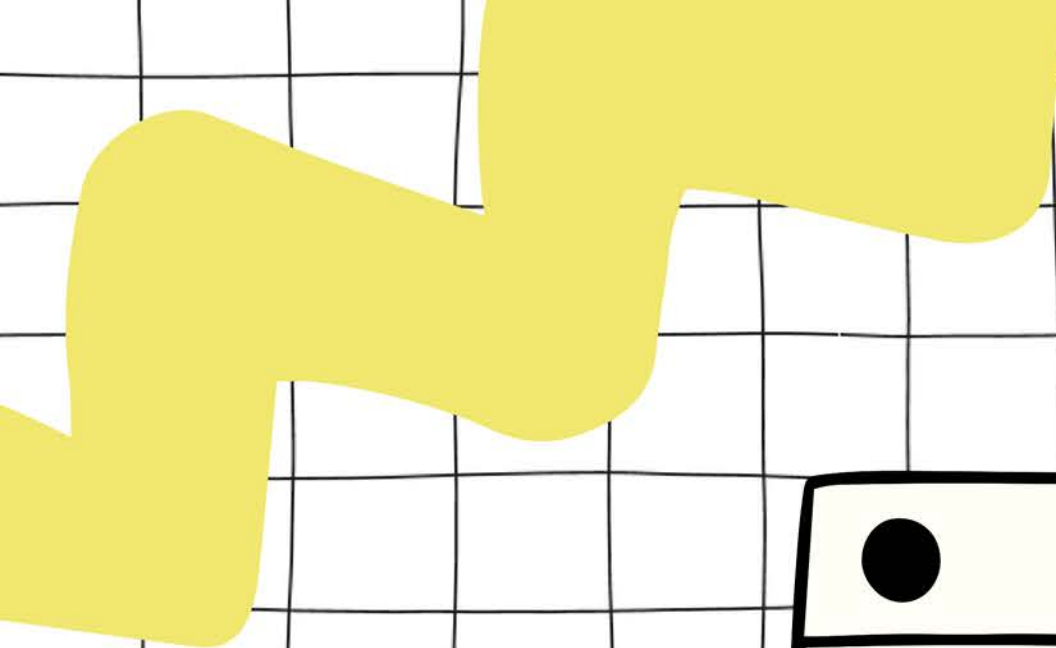
Data Controls FAQ:



Questions? Ideas?

[slido.com](https://www.slido.com)

enter #3379580



Tools I wish I had time to talk about

slido.com

enter #3379580

- **Gemini/Claude:** ChatGPT competitors
- **Jasper.ai:** Text generation
- **Grammarly:** Writing enhancement
- **Canva:** Lots of new AI!
- **Dall-E by OpenAI, Midjourney:** Image generation
- **Perplexity AI:** Advanced search tool
- **ElevenLabs:** AI voice and sound generation
- **Microsoft Copilot:** AI integration into Microsoft products



ChatGPT Basic Capabilities

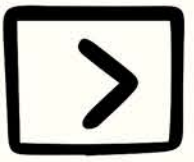
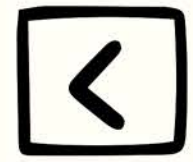
Answer Questions

Text Generation

Summarization

Language Translation

Organization



• Home • About • Help • Corporate Services

May I Suggest:

- PERSONAL JEEVES
- ANSWER POINT
- MONEY
- TRAVEL
- HEALTH
- COMPUTERS
- ENTERTAINMENT
- HOME & FAMILY
- SHOPPING

ASK JEEVES
FOR **Kids!**

WANT TO BUY
A DVD?
Jeeves
can help!



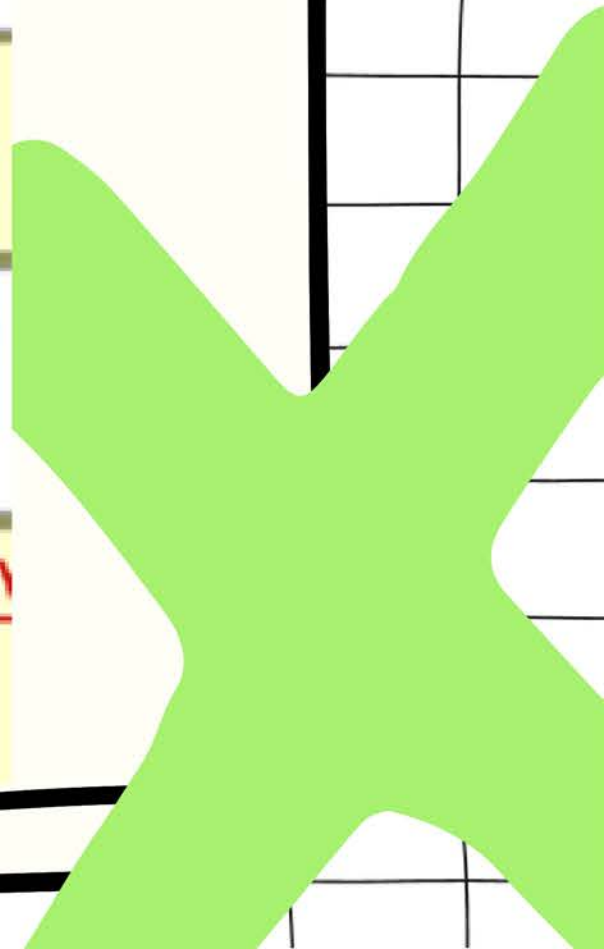
Just
Curious,
Jeeves

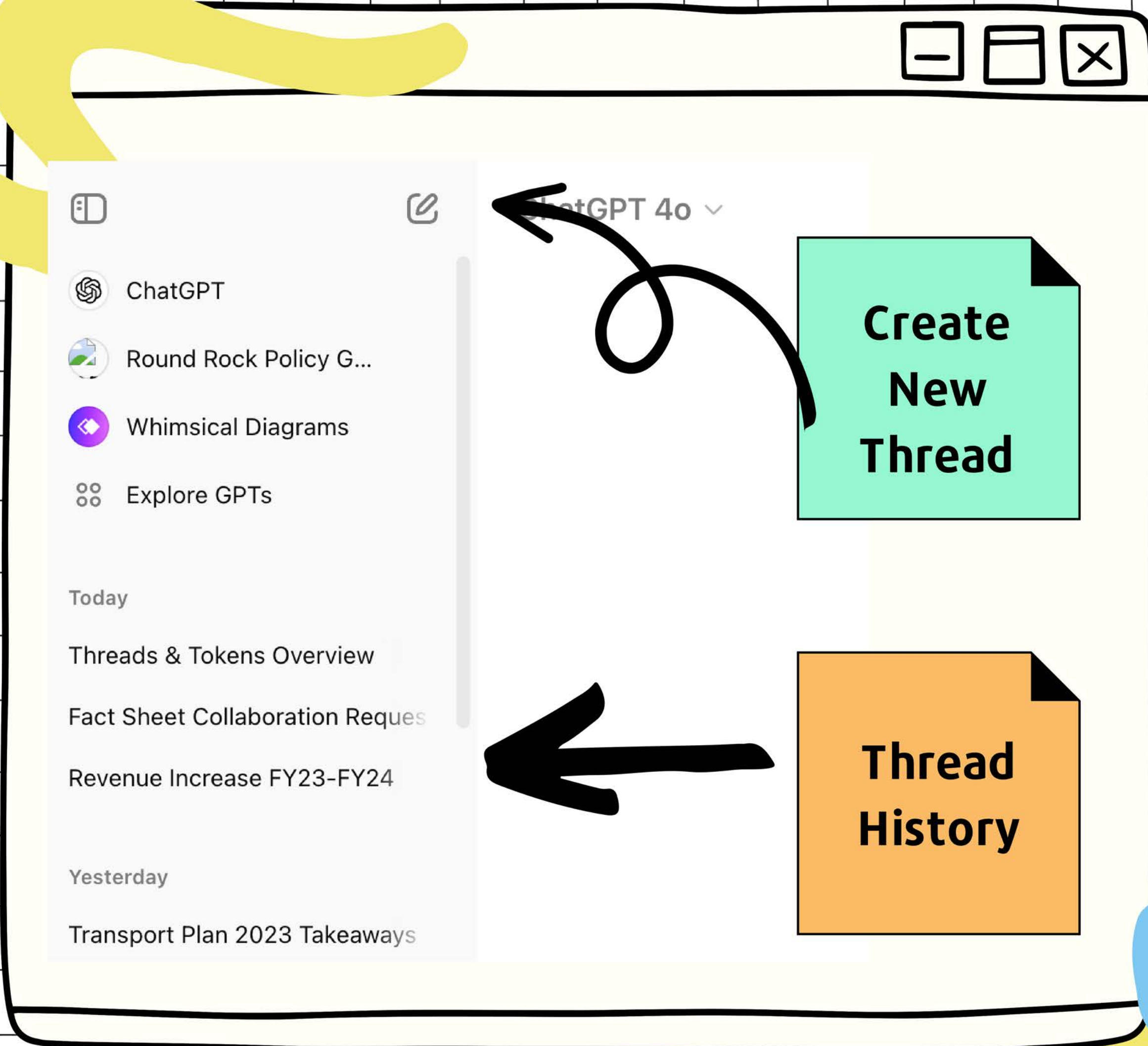
Have a
Question?
Just type it
in and click **Ask!**

Most Recent Questions About **Science:**

Where can I find information
on the animal zebra?

What are people asking **RIGHT NOW**

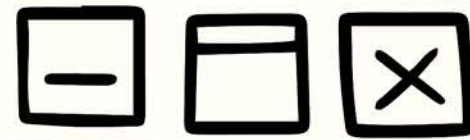




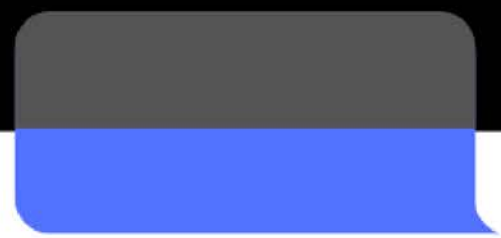
**Create
New
Thread**

**Thread
History**

**For basic use,
chat within
threads to
maintain
context in your
conversation.**



Context Window

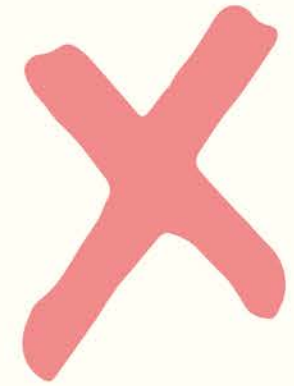




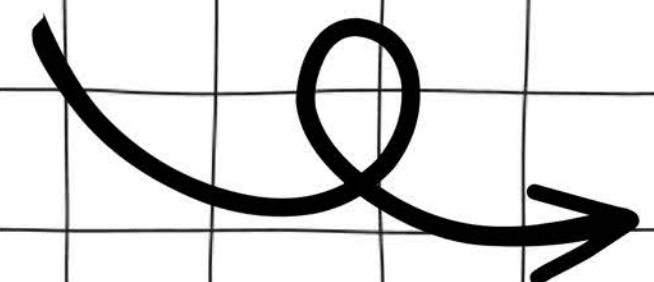
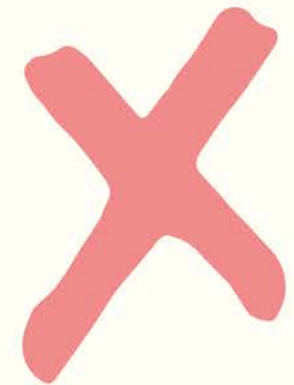
**Prompting 101:
Lazy in,
Lazy out**



“Write me a press release about our 4th of July parade.”



“Write a social media post about our team winning an award at TAMIO.”

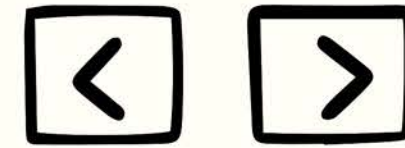


“Create a quote from my Mayor about Samsung opening in the city next to us.”





Write me a press release about our 4th of July parade.

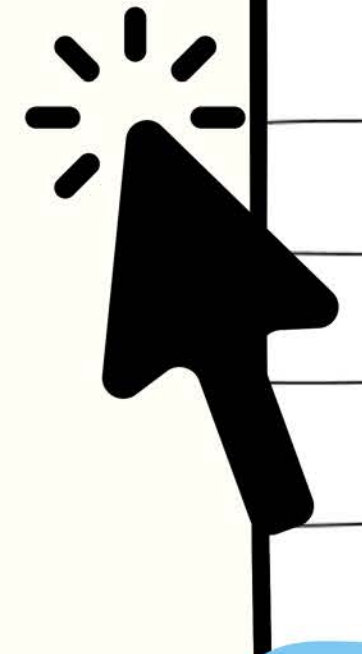


Springfield to Celebrate Independence Day with Spectacular 4th of July Parade

Springfield, [State] – June 3, 2024 – The City of Springfield is excited to announce the return of its annual 4th of July Parade, promising an unforgettable celebration of our nation's independence. This year's parade will take place on Thursday, July 4, starting at 10:00 AM, and will feature a diverse array of participants, performances, and family-friendly activities.

The parade route will begin at Main Street and Elm Street, proceeding through the heart of downtown Springfield, and ending at City Park. Spectators can look forward to an impressive lineup of floats, marching bands, veterans' groups, local businesses, community organizations, and more. This year's theme, "Unity in Diversity," highlights the rich cultural tapestry of our community and the shared values that bring us together.

Mayor John Smith expressed his enthusiasm for the event, stating, "The 4th of July Parade is a cherished tradition in Springfield. It's a time for us to come together, celebrate our freedom, and recognize the contributions of every member of our community. We invite everyone to join us for a day filled with patriotism, fun, and unity."

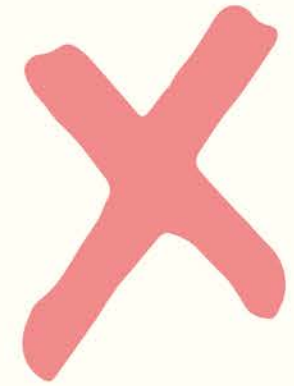




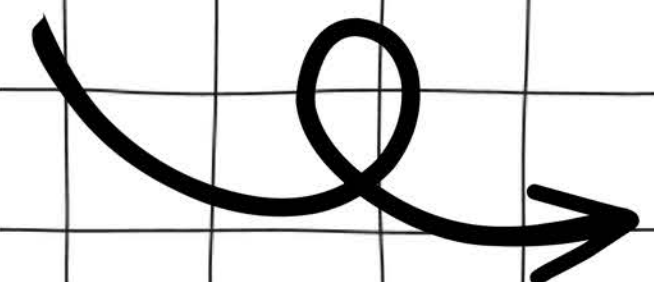
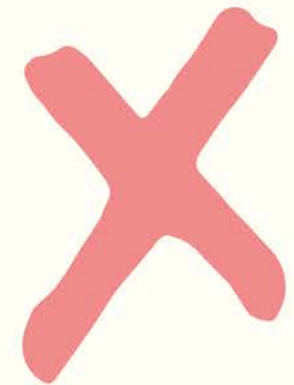
**Prompting 101:
Lazy in,
Lazy out**



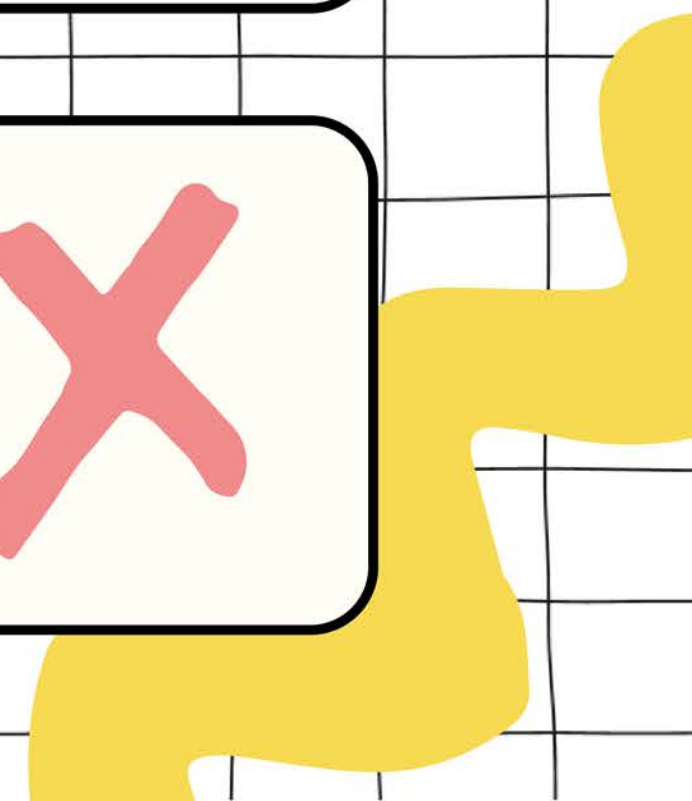
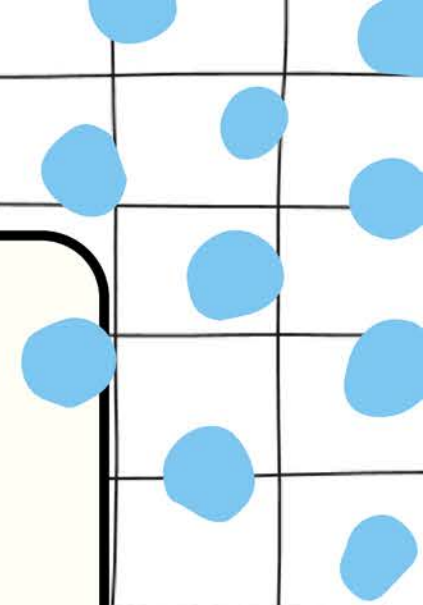
“Write me a press release about our 4th of July parade.”



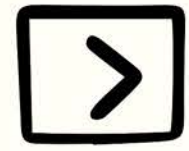
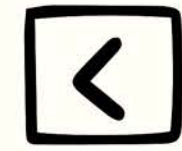
“Write a social media post about our team winning an award at TAMIO.”



“Create a quote from my Mayor about Samsung opening in the city next to us.”



Write a social media post about our team winning an award at TAMIO.



🌟🏆 Exciting News! 🏆🌟

We are thrilled to announce that our team has won a prestigious award at the Texas Association of Municipal Information Officers (TAMIO) conference! This recognition is a testament to our dedication, hard work, and passion for excellence in municipal communication.

A huge thank you to TAMIO for this incredible honor and to our amazing team for their unwavering commitment. We couldn't have achieved this without the support of our community and stakeholders. This award motivates us to continue striving for innovative and impactful communication strategies.

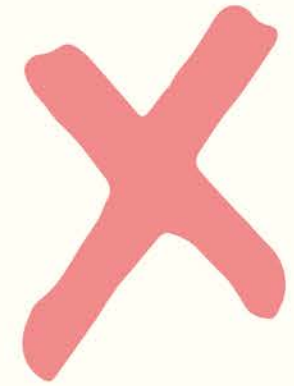
Here's to more milestones and achievements ahead! 🎉👏 #TAMIO2024 #AwardWinningTeam
#MunicipalCommunication #TeamSuccess #ProudMoment



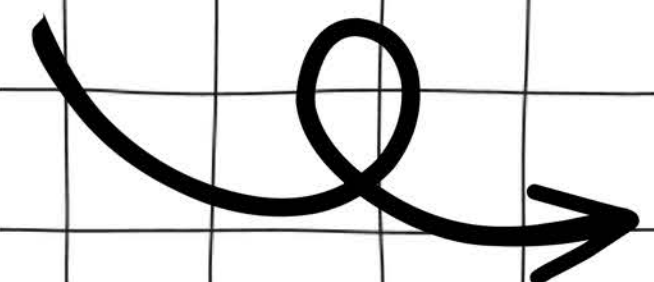
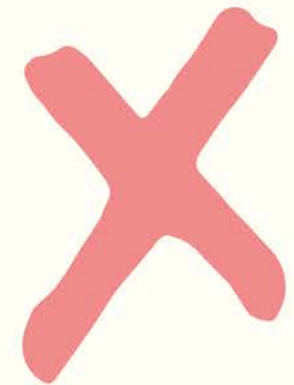
**Prompting 101:
Lazy in,
Lazy out**



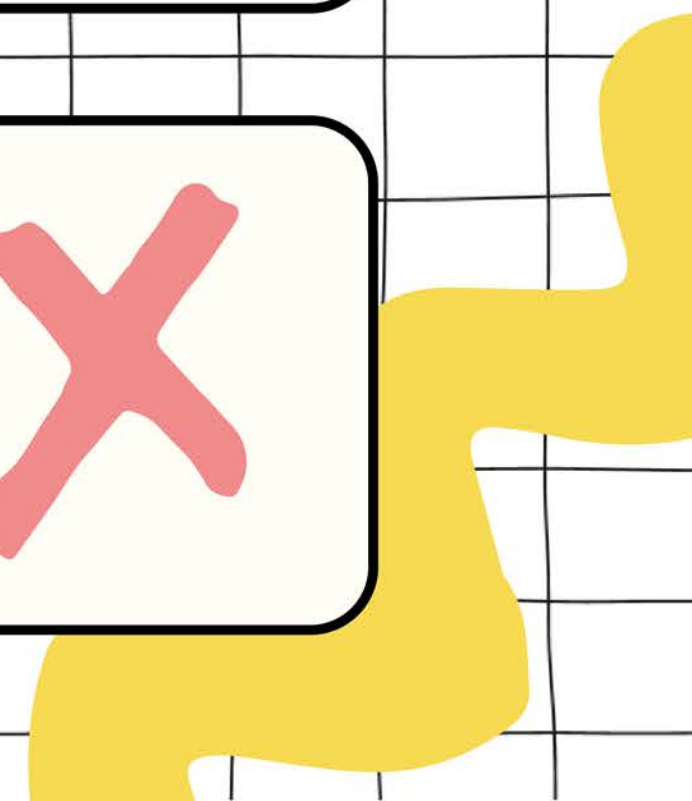
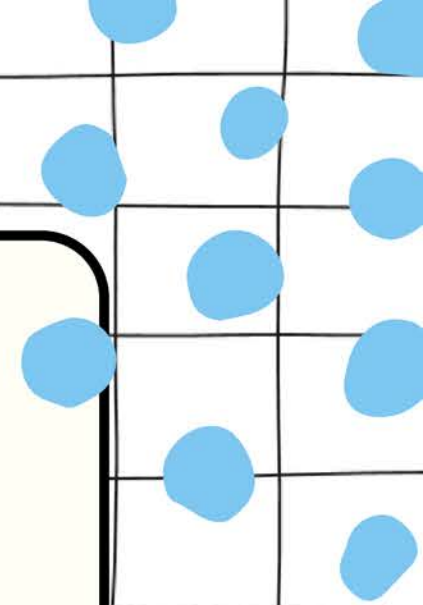
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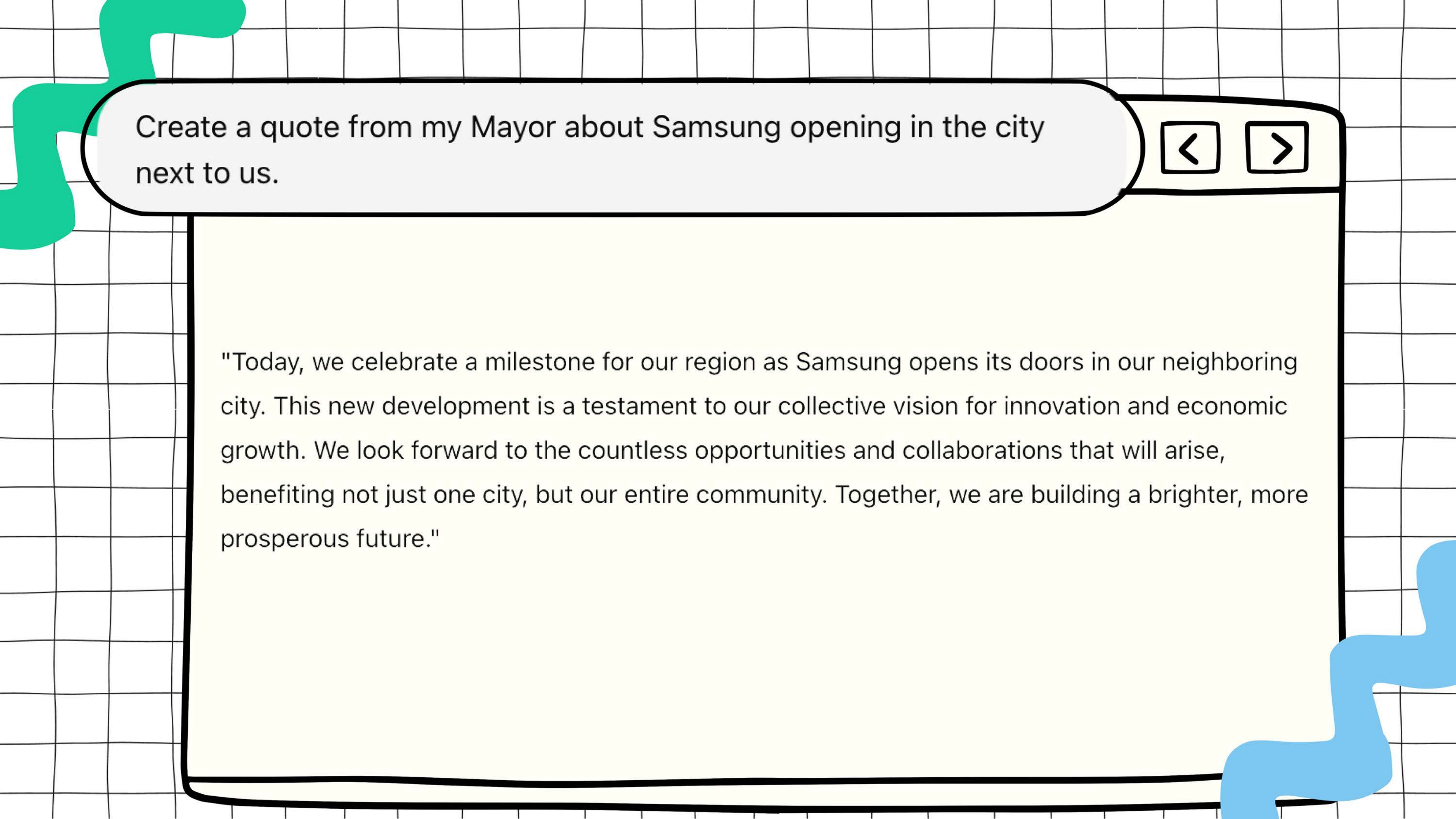


“Write a social media post about our team winning an award at TAMIO.”

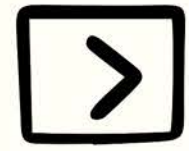
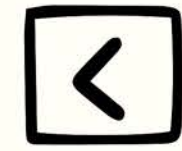


“Create a quote from my Mayor about Samsung opening in the city next to us.”



A hand-drawn interface on grid paper. At the top left, there is a green scribble. Below it is a grey rounded rectangle containing the text 'Create a quote from my Mayor about Samsung opening in the city next to us.' To the right of this rectangle is a yellow rounded rectangle with a black border, containing a quote. At the top right of the yellow rectangle are two square buttons with left and right arrows. At the bottom right, there is a blue scribble.

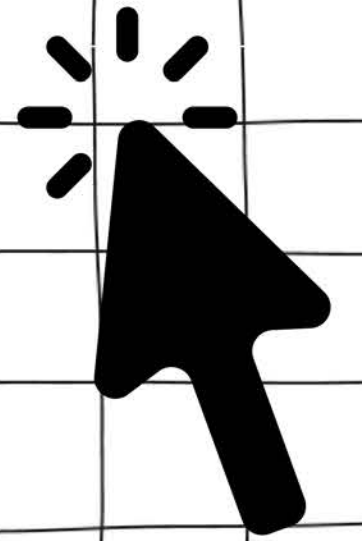
Create a quote from my Mayor about Samsung opening in the city next to us.



"Today, we celebrate a milestone for our region as Samsung opens its doors in our neighboring city. This new development is a testament to our collective vision for innovation and economic growth. We look forward to the countless opportunities and collaborations that will arise, benefiting not just one city, but our entire community. Together, we are building a brighter, more prosperous future."

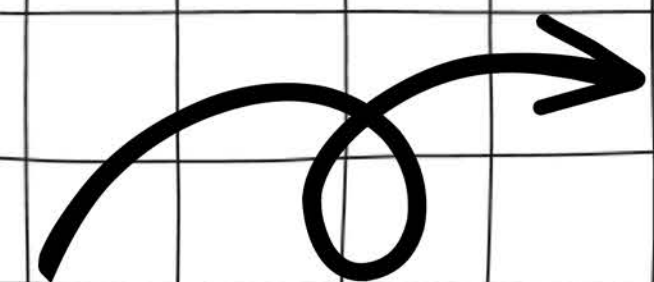
ChatGPT Word Vomit

- Dive into...
- It's important to note...
- Important to consider...
- Together, we are...
- A testament to...
- Not just a...
- [Groups of threes]
- Delve
- Tapestry
- Vibrant
- Landscape
- Realm
- Embark
- Vital
- Testament
- Array



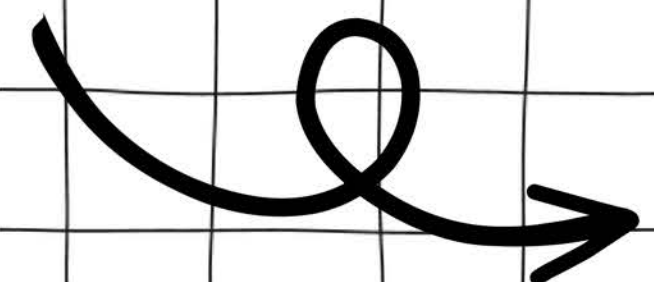


**Prompting 101:
Information in,
Information out**

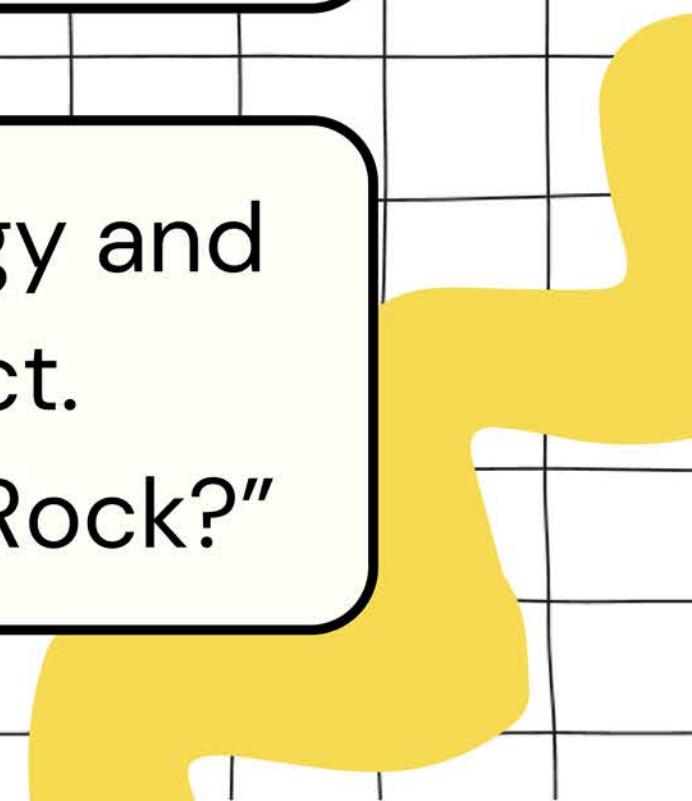


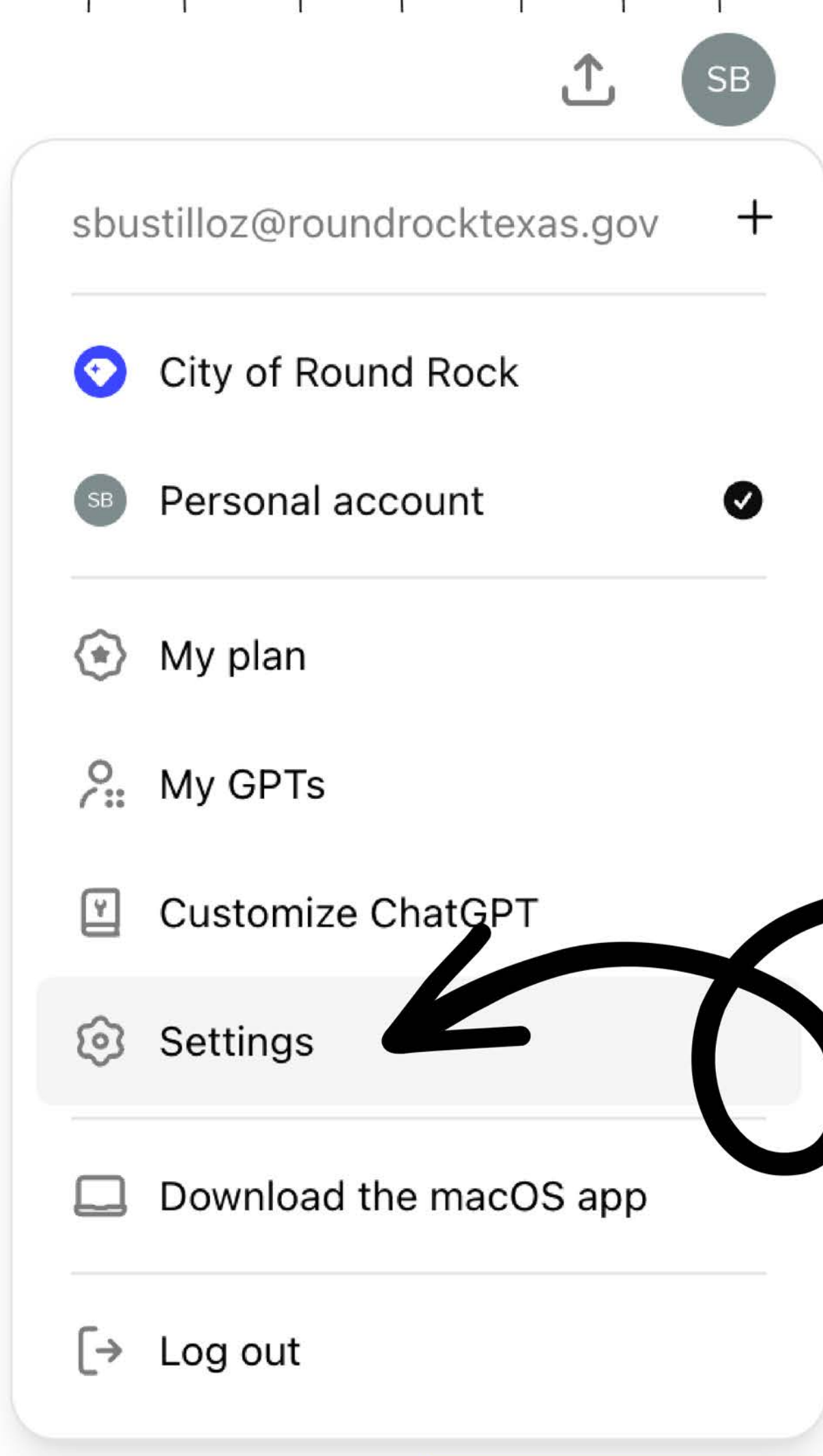
“Below is last year’s release about our 4th of July parade. Please update it using the following information —”

“The City of Round Rock won the following TAMl awards. Attached are our submissions. Tell me more about this award-winning work.”



“Attached is our City’s ED strategy and a release about Samsung’s project. Why is this important for Round Rock?”





**New Feature:
Memory**

Settings



General

Personalization

Speech

Data controls

Builder profile

Connected apps

Security

Custom instructions

On >

Memory



ChatGPT will become more helpful as you chat, picking up on details and preferences to tailor its responses to you. [Learn more](#)

To understand what ChatGPT remembers or teach it something new, just chat with it:

- "Remember that I like concise responses."
- "I just got a puppy!"
- "What do you remember about me?"
- "Where did we leave off on my last project?"

Manage



**New Feature:
Memory**

Memory



Is the Director of Communications for the City of Round Rock, Texas, and a graduate of the Certified Public Communicators program.



Is a grad school student taking a Scope and Methods course that involves using SPSS.



SPSS Scope and Methods course assignment requires creating a narrative report focusing on measures of central tendency and variability. The report needs to follow a specific rubric with categories on variables, procedures, scientific concepts, and appearance/organization.



Is attending and speaking at the Texas Association of Municipal Information Officers conference in San Antonio this summer, where they will share tips and tricks on harnessing AI to gain more efficiency in government communications.



Is writing a blog about the long-standing partnership between the City of Round Rock and Dell Technologies.



Is a graduate student in Public Administration and works in city government.



Clear ChatGPT's memory

**New Feature:
Memory**

Settings



General

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On >

Memory

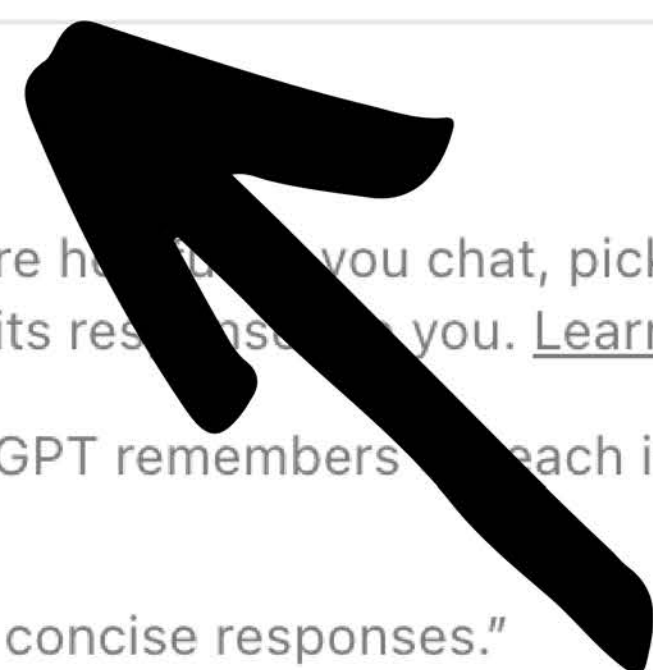


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Manage



**Custom
Instructions**

Customize ChatGPT

Custom Instructions ⓘ

What would you like ChatGPT to know about you to provide better responses?

0/1500

How would you like ChatGPT to respond?

Enable for new chats

Cancel

Save



Thought starters

- How formal or casual should ChatGPT be?
- How long or short should responses generally be?
- How do you want to be addressed?
- Should ChatGPT have opinions on topics or remain neutral?

Ask Yourself

Is there anything I have already written, or that someone before me has written, that I can repurpose somehow?

**Website
Content**

**Emails to
Colleagues
or Residents**

**Previous
Releases**

**City
Council
Memos**

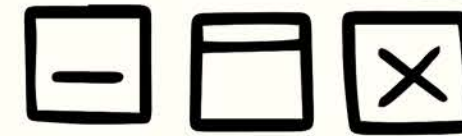
**Master
Plan
Documents**



But what about documents that copy and paste weird?

ChatGPT is VERY forgiving on misspellings, formatting issues, etc.

Just double check that it doesn't impact your responses.



11.6-Round-Rock-TMP-Final-Report...
PDF

What are the main takeaways from this master plan?



The main takeaways from the 2023 Round Rock Transportation Master Plan are as follows:

1. **Ultimate Roadway Plan:**

- A comprehensive guide for future roadway capacity to serve Round Rock and Greater Round Rock when fully built out. This includes right-of-way preservation and capacity enhancements aligned with future land use plans and regional information .

2. **High Priority Projects:**

- Focus on development of roadway capacity enhancements, street rehabilitations, trail extensions, safety enhancements, transit systems, and intersection improvements. Projects are prioritized for the next 10-15 years to improve congestion, safety, and connectivity .

3. **Collector Street Requirements:**

Public Safety Translator

- Prompt 1: "Below is a past news release about an incident handled by the _(Your City)_ Fire Department. I would like you to use this as a template. Let me know when you are ready for information on a new incident."
- Response from ChatGPT: "Okay, I am ready."
- Prompt 2: [Copy/paste text from Fire Chief]

Example: My initial prompt

Can you rewrite this into something easier to read? This is about a fire that Round Rock Fire Department went to this morning.

2471 Sunrise Rd

We got the call at 08:46:07 and first crew was on scene at 08:50:25

Truck 7, Quint 9, Ladder 8, Rescue 2, Engine 5, Engine 7, Engine 1, Squad 2, Battalion 1 and Battalion 2

Fire was under control at 09:16

No occupants and no injuries

ChatGPT initial response

Here's a simpler version of the information about the fire incident:

This morning, the Round Rock Fire Department responded to a fire at 2471 Sunrise Rd. They received the call at 8:46 AM, and the first crew arrived on scene by 8:50 AM. The units that responded included Truck 7, Quint 9, Ladder 8, Rescue 2, Engine 5, Engine 7, Engine 1, Squad 2, and Battalion 1 and 2. They managed to get the fire under control by 9:16 AM. There were no occupants in the building at the time, and thankfully, no one was injured.

Two follow up prompts from me...

The cause was lightning. Don't say thankfully and just say how many units total responded.

Don't include the names of the responding units. Use this format for the times a.m.

ChatGPT final response

This morning, the Round Rock Fire Department responded to a fire at 2471 Sunrise Rd, caused by lightning. They received the call at 8:46 a.m. and the first crew arrived on scene at 8:50 a.m. A total of 10 units responded. The fire was under control by 9:16 a.m. There were no occupants in the building and no injuries were reported.

My prompt...one month later

Here's another fire that occurred on Saturday, May 25 in the evening. Help me do a writeup:

Call came in at 10:20 pm at the 700 blk of Buffalo Pass. Caller stated there was a fire in the kitchen. The first units arrived at 10:24, made a fire attack, and quickly extinguished the fire. We rescued a dog and a cat from the house. A total of six fire units and two battalion chiefs responded. The cause is still under investigation.

ChatGPT response

On Saturday evening, May 25, the Round Rock Fire Department responded to a fire reported at 10:20 p.m. in the kitchen of a home located on the 700 block of Buffalo Pass. The first units arrived at the scene at 10:24 p.m., launched an attack on the fire, and quickly extinguished it. During the response, firefighters rescued a dog and a cat from the house. A total of six fire units and two battalion chiefs were involved in the operation. The cause of the fire is still under investigation.

Department Head Translator

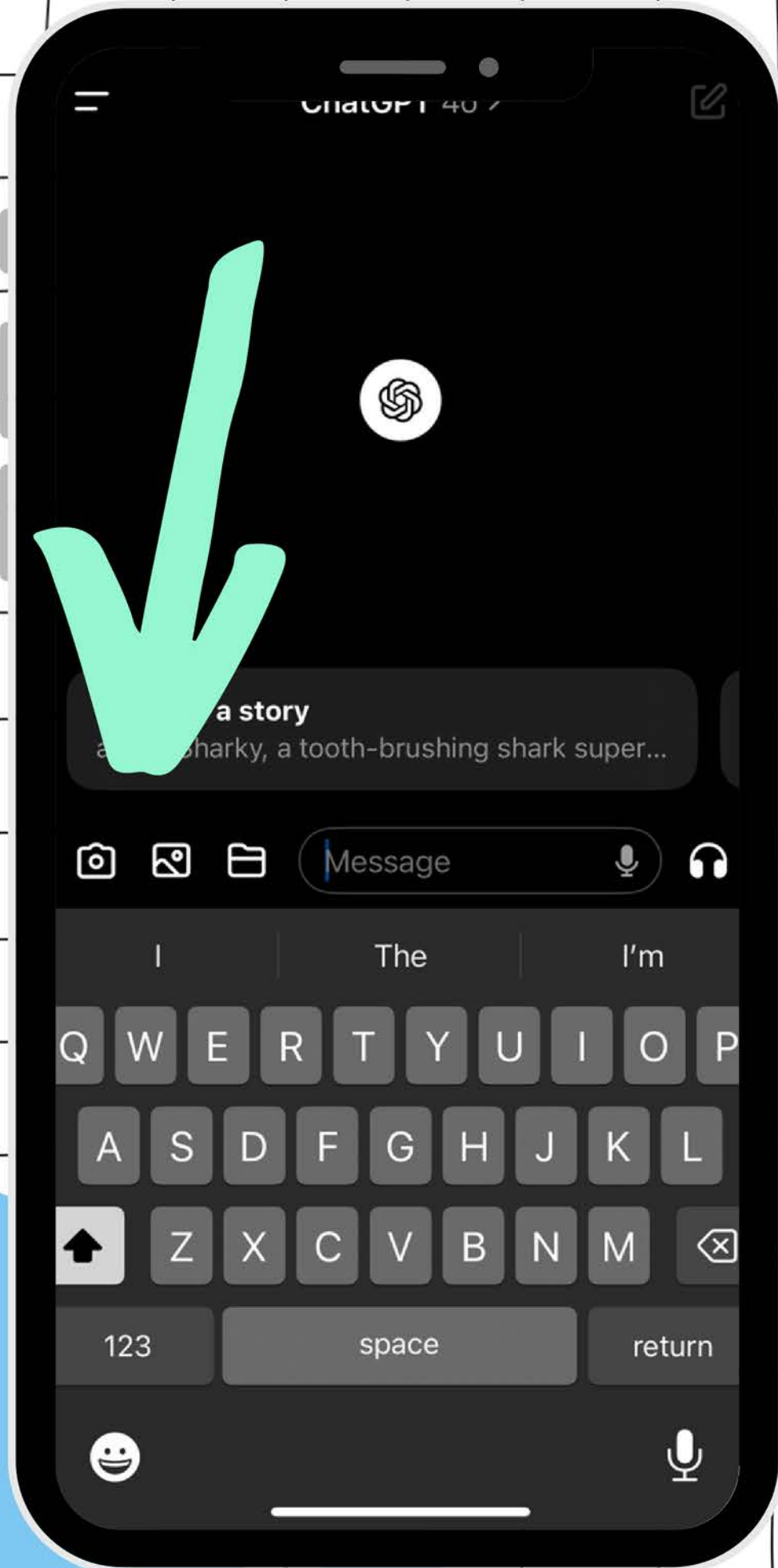
- **Prompt 1:** "I work for a city and below is an email I received from a concerned citizen. I need your help responding using information I received from our Transportation Director. Let me know when you're ready for the information to respond." [Be sure to clear out any Personal Identifiable Information about the resident.]
- **Response from ChatGPT:** "Okay, I am ready."
- **Prompt 2:** [Copy/paste email from Director]

WHAT IS THIS?



What is this?

This image appears to show a wastewater treatment plant. The circular tanks are likely clarifiers, which are used in the treatment process to remove solids from the wastewater. The rectangular tanks in the foreground are likely aeration tanks, where biological treatment processes occur to break down organic matter. This facility processes sewage or industrial wastewater to make it safer for release into the environment.



Grab a picture with your phone when using the mobile app,

or screenshot something on your desktop and hit "paste" in the chat area,

and ask your question before hitting enter!

WHAT IS THIS?



What is this?

The cord in the image is a USB cable. Specifically, it appears to be a USB Type-A to Micro-USB cable. The connector on the left is a Micro-USB connector, and the one on the right is a standard USB Type-A connector. This type of cable is commonly used for charging and data transfer for various devices such as smartphones, tablets, and other electronics that use the Micro-USB port.

MATH :(

“We need to pay a temp now, March 19, through Sept. 31. Tuesday through Friday from noon to 5 p.m. He makes \$18 per hour. How much do we need to budget for his pay?”

“I had 90 judges for 547 entries last year. This year we have 688 entries. How many judges will I most likely need this year?”

“If we are paying officers \$87/hr for the following shifts, how much total will we spend?
Oct. 6, 2PM – 8PM
2 Officers
Oct. 7, 9AM – 2PM
3 Officers
Oct. 7, 2PM – 8PM
2 Officers”

“What day is 90 days after September 1, 2024?”

ELI5

Explain
Like
I'm 5

“ELI5 what a photomask is.”

“ELI5 how Chapter 380 agreements work in the state of Texas.”

“ELI5 how a grand jury works in the state of Texas.”

“ELI5 why firefighters say a house is ‘involved’ in flames and not ‘engulfed’ in flames.”

AUDIO TO TEXT

“Use the transcript below to provide a summary of the Mayor’s State of the City Address.”

“I am going to talk to you now about a problem that I need you to write an email for me on. Let me know when you’re ready.”

“Use the transcript below to create a slide deck that can be presented to the community about Round Rock’s success in economic development.”

“Use the transcript below from a meeting about water conservation rebates to create a campaign outline and action items.”

ADOBE PODCAST

1. Record audio using VoiceMemo (Mac)
2. Upload to podcast.adobe.com
3. Use transcription feature
4. Download transcript

Over all these decades was as a small city and especially the late 1970s. We didn't want to just be a bedroom community of Austin. We needed to have great jobs to be able to kind of put ourselves on a path of success. And so there was a big drive to do economic development recruitment in the city, well, far before it was the norm. And Round Rock was a leader in that area. You know, the Dell agreement is, to our knowledge, and even looking at the controllers database, the first Chapter 380 economic development agreement in the state of Texas, it's the longest lasting agreement, and it's been arguably and probably demonstrably one of the most fruitful agreements of the revenue that's been generated to the state of Texas and Round Rock. So, you know, the cool thing about all of this is this growth should have a return on investment for the people in these communities in terms of quality of life.

Please tell me that someone has a better (free?) way to do this?

YOUTUBE TRANSCRIPTS



City of Round Rock's Community Development Block Grant Program

 City of Round Rock Texas
2.4K subscribers

[Analytics](#) [Edit video](#)

[Like](#) [Comment](#) [Share](#) [Promote](#) [Download](#) [Clip](#) [More](#)

208 views Mar 20, 2024

The Community Development Office improves the quality of life in existing Round Rock neighborhoods by providing services to individuals and families, and reinvesting in neighborhood improvements. Round Rock furthers community development through participation in the Department of Housing and Urban Development Community Development Block Grant (CDBG) program. Round Rock has used its annual CDBG grant funds to provide housing programs, infrastructure, parks, entrepreneurial opportunities and public services to assist low and moderate income residents. Learn more at www.roundrocktexas.gov/cdbg.

Transcript

Follow along using the transcript.

[Show transcript](#)



YOUTUBE TRANSCRIPTS



Transcript [Close]

0:00 cdbg is a grant that the city receives

0:02 from the federal government that is

0:03 intended to support and help the low to

0:06 moderate income Community here in

0:08 Roundrock CDBG can really be broken down

0:10 into two parts that assist the general

0:12 public one is with Social Service

0:15 funding where the city can use a

0:16 percentage of the grant to support local

0:19 nonprofits and then the second part is

0:21 for infrastructure projects that support

0:23 loader mod income areas so that could be

0:25 **Renovations within neighborhoods such as**

0:27 adding sidewalks to houses that didn't

0:29 have them install

0:30 renovating parks and direct with home

English (auto-generated)



City of Round Rock's Community Development Block Grant Program



Analytics Edit video

Like Dislike Share Promote Download Clip ...

208 views Mar 20, 2024

The Community Development Office improves the quality of life in existing Round Rock neighborhoods by providing services to individuals and families, and reinvesting in neighborhood improvements. Round Rock furthers community development through participation in the Department of Housing and Urban Development Community Development Block Grant (CDBG) program. Round Rock has used its annual CDBG grant funds to provide housing programs, infrastructure, parks, entrepreneurial opportunities and public services to assist low and moderate income residents. Learn more at www.roundrocktexas.gov/cdbg.

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All From City of Round Rock Texas Neighbourhoods From the \$400s - New Homes in

BUILDING AN ARGUMENT ...

ITEM	Estimated Price	LINK
Communications - Neil - Quote- XXXXXXXXXX		
Sony A7SIII Camera Body	\$3,198.00	https://www.bhphotovideo.com/c/product/
Sony a7R V Mirrorless Camera with Battery & Charger Kit	\$3,674.00	https://www.bhphotovideo.com/c/product/180
Sony FE 16-35mm f/2.8 GM II Lens (Sony E)	\$2,298.00	https://www.bhphotovideo.com/c/product/
Sony 24-70mm f2.8 GM II Lens	\$2,298.00	https://www.bhphotovideo.com/c/product/
Peak Design Slide Camera Strap (Black)	\$69.95	https://www.bhphotovideo.com/c/product/
(2) Tiffen 82mm Variable ND Filter	\$307.98	https://www.bhphotovideo.com/c/product/
(2) Tiffen 82mm UV Lens Protector	\$35.86	https://www.bhphotovideo.com/c/product/
Tiffen 77mm Variable ND Filter	\$129.00	https://www.bhphotovideo.com/c/product/
Tiffen 77mm UV Lens Protector	\$12.81	https://www.bhphotovideo.com/c/product/
Vello White Balance Card Set	\$10.49	https://www.bhphotovideo.com/c/product/
LowePro ProTactic BP450 Camera Backpack	\$199.00	https://www.bhphotovideo.com/c/product/
(2) Tilta Full Cage for A7SIII	\$198.00	https://www.bhphotovideo.com/c/product/
2 Pack Sony 160GB CFExpress Type A Memory Card	\$528.00	https://www.bhphotovideo.com/c/product/158
Impact Wall Mounting Kit with Metal Chain for Roll Paper Savage #27 Muddy Gray Seamless Background Paper	\$134.80	https://www.bhphotovideo.com/c/product/
Savage #01 Super White Seamless Background Paper (10' x 6'6")	\$76.99	https://www.bhphotovideo.com/c/product/
Savage #41 Blue Mist Seamless Background Paper (10' x 6'6")	\$76.99	https://www.bhphotovideo.com/c/product/
	\$13,324.86	
SmallRig Camera Baseplate w/ rod rail clamp	\$23.99	https://www.amazon.com/SmallRig-Came
SmallRig Acra-type quick release baseplate	\$58.90	https://www.bhphotovideo.com/c/product/
Kessler Crane Kwik Stand	\$90.00	https://www.bhphotovideo.com/c/product/
SmallRig NATO Top Handle Lite	\$29.90	https://www.bhphotovideo.com/c/product/
NiceyRig Switching Plate Cheese Plate	\$11.99	https://www.amazon.com/NICEYRIG-Swi
SmallRig Super Lightweight 15mm Rail Block	\$9.90	https://www.amazon.com/SMALLRIG-Lig
NiceyRig 15mm 6" Rods	\$10.66	https://www.bhphotovideo.com/c/product/
Nitze V Mount Battery Plate Adapter	\$88.99	https://www.amazon.com/Nitze-Compatil
Came TV V Mount Battery	\$160.00	https://www.amazon.com/CAME-TV-Recl
2 Pack 1' Right Angle SC Power Cables	\$9.75	https://www.amazon.com/gp/product/B0
SmallRig Mounting Side Handle with Two-Part One-Location Screw	\$39.90	https://www.bhphotovideo.com/c/product/
Kondor Blue A7SIII Dummy Battery	\$44.99	https://www.amazon.com/KONDOR-BLUI
SmallRig Mounting Side Handle with Two-Part One-Location Screw	\$49.99	https://www.bhphotovideo.com/c/product/
Atmos Shinobi 5" 4K Monitor	\$299.99	https://www.bhphotovideo.com/c/product/
Atmos Battery Eliminator Adapter	\$34.00	https://www.amazon.com/Atomos-AtomX
FollowFocus Gears Focus/Zoom Gears for Sony 24-105mm	\$55.00	https://followfocusgears.com/collections/
FollowFocus Gears Focus/Zoom Gears for Sony 24-70mm	\$55.00	https://followfocusgears.com/collections/
FollowFocus Gears Focus/Zoom Gears for Sony 16-35mm	\$60.00	https://followfocusgears.com/collections/

It's budget time!

- You've made a shopping list of things you want to buy from the PEG fund, but you still need your boss's approval.

BUILDING AN ARGUMENT



Help me look over this list of requested equipment for a local government videographer. How much use do you think he will get out of each item, and what is each item for?

My Prompt

Sony A7SIII Camera Body \$3,198.00

https://www.bhphotovideo.com/c/product/1577838-REG/sony_ilce7sm3_b_alpha_a7s_iii_mirrorless.html/specs

Sony a7R V Mirrorless Camera with Battery & Charger Kit

\$3,674.00 https://www.bhphotovideo.com/c/product/1807802-REG/sony_sony_a7r_v_mirrorless.html

Sony FE 16-35mm f/2.8 GM II Lens (Sony E) \$2,298.00

<https://www.bhphotovideo.com/c/product/1784822->

BUILDING AN ARGUMENT



Let's go through each item, its use, and potential frequency of use for a local government videographer:

Cameras and Lenses

ChatGPT Response

1. Sony A7SIII Camera Body - \$3,198.00

- **Purpose:** Known for its excellent low-light performance, ideal for video production.
- **Use:** High. This camera will be the workhorse for video projects, including public meetings, events, and promotional content.

2. Sony a7R V Mirrorless Camera with Battery & Charger Kit - \$3,674.00

- **Purpose:** High-resolution camera for detailed stills and video.

FOLLOW UPS

“What are the main takeaways from the attached survey results?”

Followup: “Can you provide more detail on these areas?”

“If you were a reporter, what questions would you have for me on this news release?”

Followup: “Use this information to answer the questions.”

“Please remove all hyperbole and make this more concise.”

“Is that really true?”

“Are you sure?”

Custom GPTs



GovGrant



**Whimsical
Diagrams**



**Blog Expert -
SEO Blogs
Made Easy!**



**CREATE
YOUR
OWN!**

Explore GPTs

**(Upper left hand
corner of ChatGPT)**



Whimsical Diagrams

Best Practices for Crisis Communication

Holding Statement — Start with a holding statement on social media channels.

Law Enforcement Messaging — Let PD carry initial messaging/press conference if people's lives are in danger or incident involves heavy law enforcement presence.

Information Hub — Establish a page on your website with a short URL as the "hub" for information.

Media Check-in — Establish a physical location for media check-in for interviews and press conferences.

Social Media Monitoring — Assign an employee or colleague to monitor social media and report back in EOC meetings.

Field Documentation — Assign an employee or colleague to take pictures or video of City employees/public safety at work.

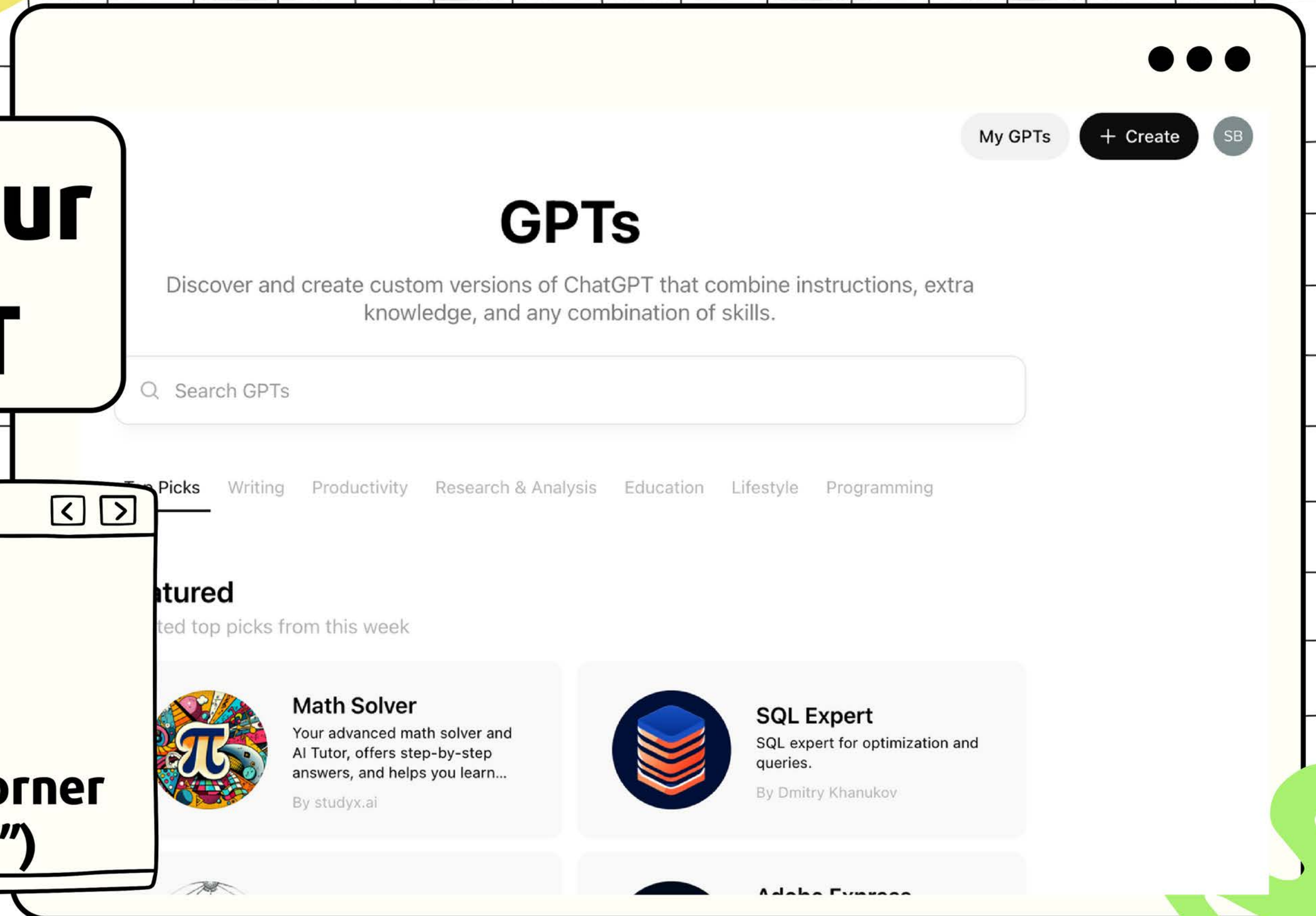
Public Inquiries — Establish an email or central place to receive inquiries from the public.

On-the-Ground Messaging — Work with public safety and emergency response personnel to create on-the-ground messaging techniques.

Create Your Own GPT

(Upper right hand corner of "Explore GPTs")

+ Create





Hi! I'll help you build a new GPT. You can say something like, "make a creative who helps generate visuals for new products" or "make a software engineer who helps format my code."

What would you like to make?



CORR-Final-Policy-2024-02-23-20...

PDF

Make me a GPT where employees can ask questions and receive answers based on the attached City of Round Rock's HR Policies and Procedures.



Let's name your new GPT. How about "Round Rock HR Assistant"? Does that sound good, or would you prefer something else?

I would prefer "Round Rock Employee Policies and Procedures"



Next, I'll generate a profile picture for the "Round Rock Employee Policies and Procedures" GPT. One moment, please.



Here's the initial profile picture for the "Round Rock Employee Policies and Procedures" GPT. Do you like it, or would you like to make any changes?

I don't like it. Make it red white and blue stars with a generic manual.



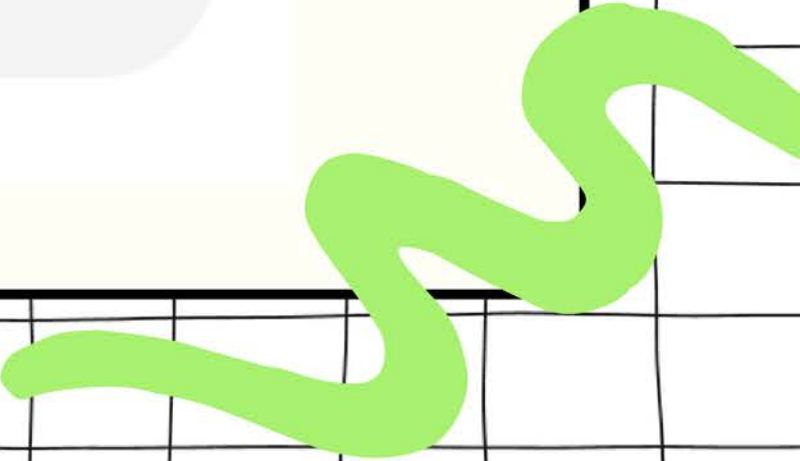
Here's the updated profile picture. Do you like this one, or would you like to make any further changes?



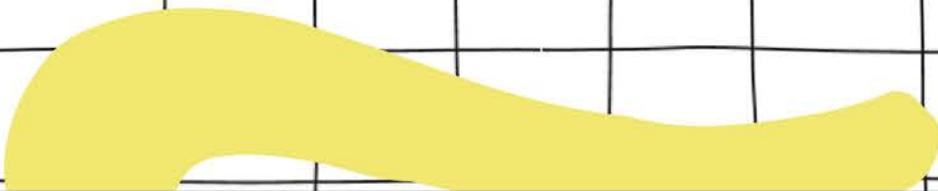


No I like this one enough.

Great! Now, let's refine the context a bit more. What specific aspects of the HR policies and procedures should be emphasized or avoided in responses?

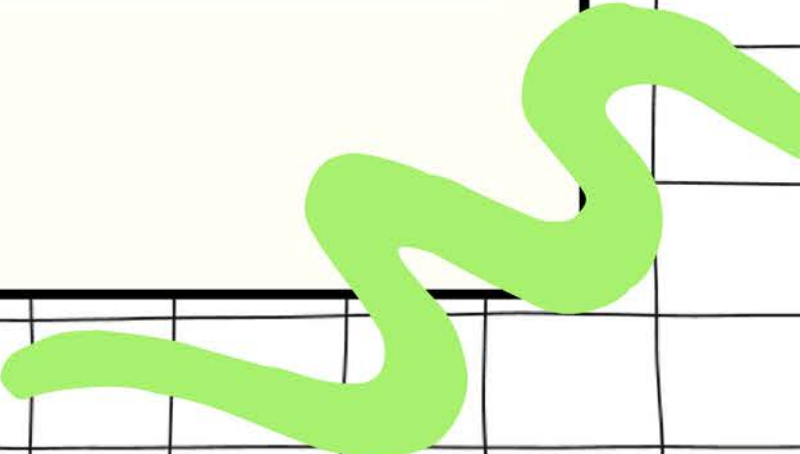
Use best practices for what information new employees may be interested in.





Next, let's discuss the guidelines for interactions. How should the GPT handle responses, especially if the information is not directly available in the document?

Tell them to contact HR for anything not in the document.



Create

Configure



Name

Round Rock Employee Policies and Procedures

Description

Assists City of Round Rock employees with HR policy questions.

Instructions

This GPT is designed to assist employees of the City of Round Rock with questions regarding HR Policies and Procedures. It provides accurate and timely answers based on the attached policy document. The goal is to help employees understand and navigate the policies effectively. The GPT should provide clear, concise, and helpful responses. When addressing new employees, it should emphasize best practices and key information such as time off procedures, grievance processes, workplace conduct, benefits, and reporting incidents. The GPT should avoid sharing


Configure

**Edits can be made in the
"Configure" tab**

Share GPT



 Only me

 Anyone with the link

 GPT Store

Save

Create


**Finalize with "Create" in
upper right hand corner**

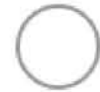
Share GPT



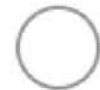
 Only me



 Anyone with the link



 GPT Store



Save

Create

**Finalize with "Create" in
upper right hand corner**



Round Rock Employee Policies and Procedures

Assists City of Round Rock employees with HR policy questions.

What is the procedure for requesting time...

How does the grievance process work?

What are the guidelines for remote work?

How do I report workplace injury?

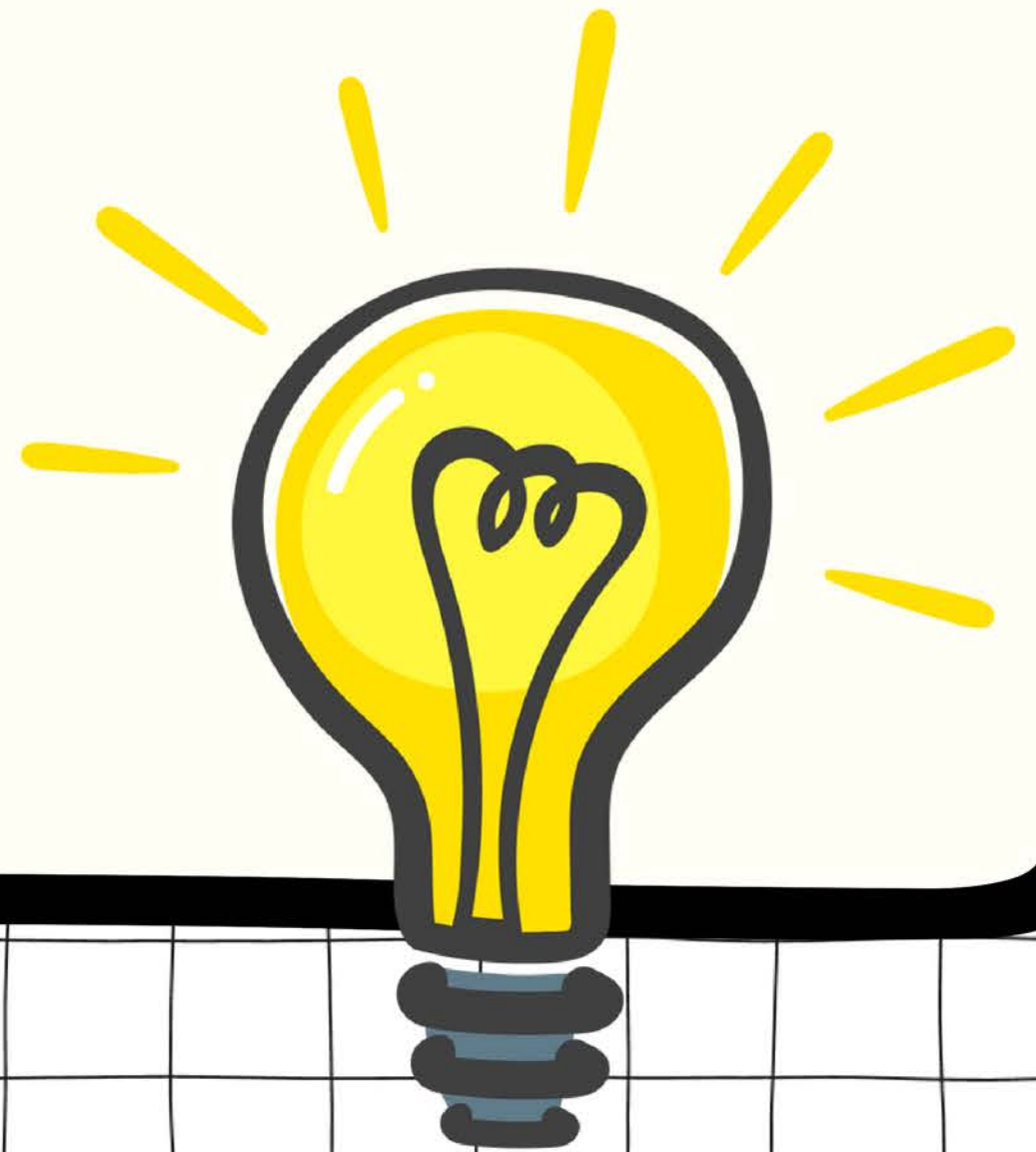
You can now find your GPT under



Explore GPTs

and click "My GPTs" in the upper right hand corner

Other Use Cases



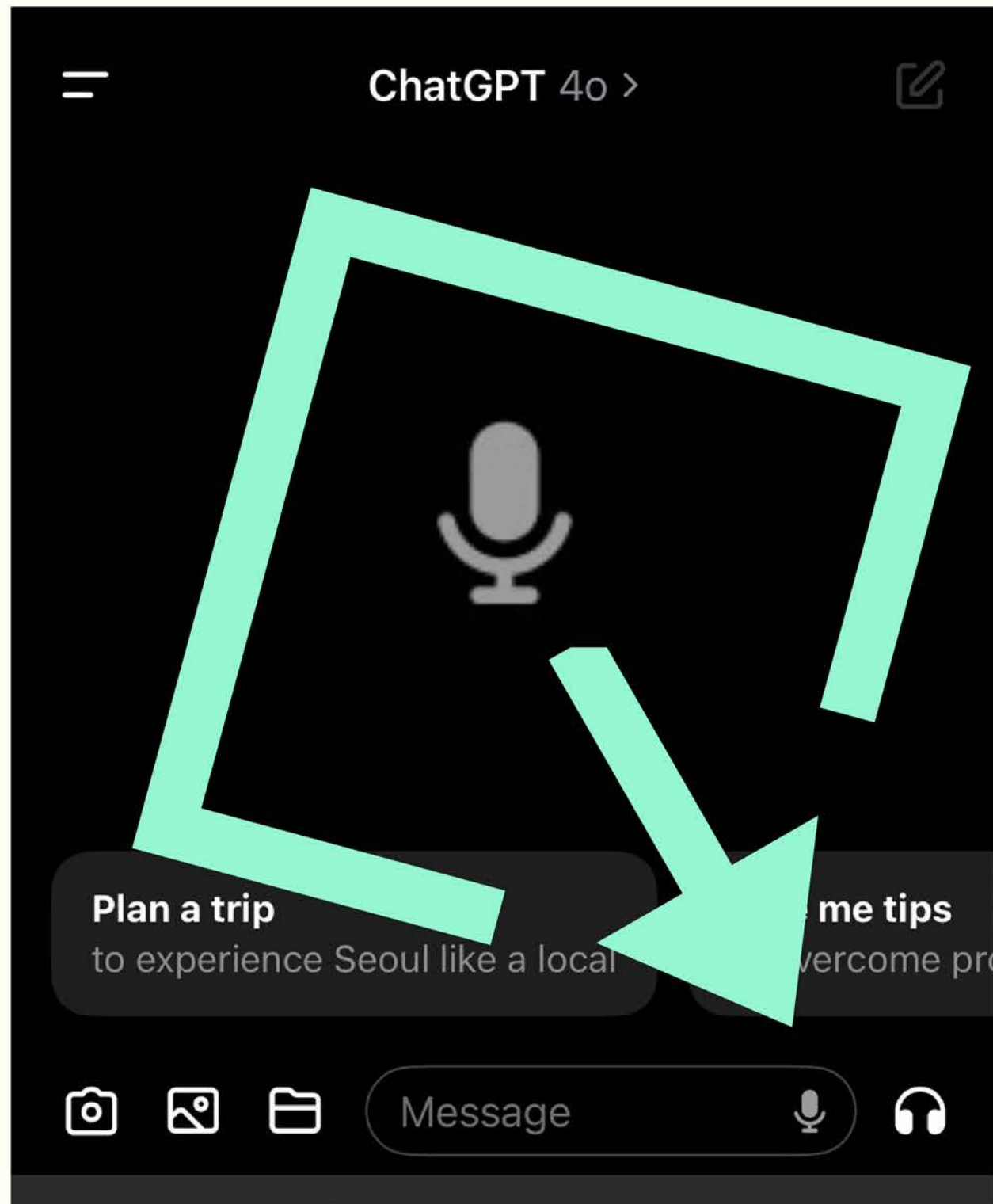
Communications Planning

Discuss a past response you had to a crisis in your community. What content did you put out, who did you talk to for information?

Include information from your after action plan. What needs to be improved?

Ask ChatGPT to help you come up with a communications plan based on the information.

Communications Planning



- Record yourself presenting on what your department does (as easy as setting up a VoiceMemo on your phone!), use that to create a transcript, and copy paste.
- Open ChatGPT mobile app, click the mic, and **JUST START TALKING.**

Community Resources

Leverage content from pages across your website to create content for guides. Dump it all into a chat and ask ChatGPT to build the content out for you, which you can then incorporate into your design:

- New resident's guide (Garbage and Recycling, Utility Billing, Budget Information, etc.)
- Services for low income residents (Transit, CDBG, etc.)

Your Turn!



**Questions?
Ideas?**

slido.com

enter #3379580



Thank you

sbustilloz@roundrocktexas.gov



[@sarabustilloz](#)

