

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-5820.0

FOR POLICY NUMBER: BP – 5820

PRESENCE AND USE OF SERVICE AND THERAPY ANIMALS AND PETS PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for the presence and use of service and therapy animals and pets on campus.

2. DEFINITIONS

- 1.1 Service animal: Any animal individually trained to do work for or perform tasks for the benefit of a person with a disability. Examples include a guide dog, hearing dog and an animal that has been trained to assist a person with a mobility or health impairment in performing tasks such as carrying, fetching, opening doors, ringing doorbells. A service animal is not a pet or therapy animal.
- 1.2 Individual with a disability: A person who has a physical or mental impairment that substantially limits one or more major life activities, including but not limited to walking, talking, seeing, breathing, or hearing.
- 1.3 Partner/Handler: A person with a disability is called a partner; a person without a disability who is assisting the partner or service animal is called a handler.
- 1.4 Team: A person with a disability, or a handler, and his or her service animal that work as a cohesive team in accomplishing the tasks of everyday living.
- 1.5 Therapy Animal: A therapy animal does not assist an individual with a disability in the activities of daily living and generally does not accompany a person with a disability all of the time.
- 1.6 Pet: A domesticated animal (e.g., dog, cat, ferret, snake, bird, etc.) kept for pleasure or companionship.

3. PROCEDURE

3.1 Documentation Requirements

- 3.1.1 If requested, the partner/handler of a service animal must show proof to the Disability Services Coordinator, Dean of Students, or the event/program facilitator that the animal has met the following regulations:

- 3.1.1.1 Licensing: The animal must meet the licensing requirement of the city where the campus or education center is located and wear the tags designated by the city. (For nonresidents, home city or state tags will be accepted in lieu of the local city tags as long as the requirements are met.)
- 3.1.1.2 Health records: The animal must have a health statement, including vaccinations from a licensed veterinarian, dated within the past year. Preventative measures must be taken for flea and odor control.

3.2 Behavior of Service Animals

3.2.1 Control requirements for Service Animals:

- 3.2.1.1 The animal must be under partner/handler control at all times.
- 3.2.1.2 The animal must be as unobtrusive as possible.
- 3.2.1.3 Injuries to or caused by the service animal must be reported to the appropriate person for the event/program facilitator or the Dean of Students, and the Director of Physical Plant for all activities.

3.2.2 Exclusion from campus: A service animal may be excluded from campus when that animal's behavior poses a direct threat to the health and safety of others. Infractions will be handled on an individual basis. Consequences may include, but are not limited to, muzzling a barking/biting animal, refresher training for the animal and the partner/handler at the partner/handler's expense, or exclusion of the animal from the College.

3.2.3 Areas Off-Limits to Animals: For safety and other reasons, all animals are restricted from certain areas, including laboratories, maintenance rooms/custodial closets, and areas where protective clothing is required.

- 3.2.3.1 NOTE: Requests for exceptions to this restriction must be submitted to the Dean of Students, the Disability Services Coordinator, or the event/program facilitator and will be reviewed/decided on a case-by-case basis.

3.3 Service Animal Etiquette

- 3.3.1 The animal must not sniff people, food or the belongings of others.
- 3.3.2 The animal must not initiate contact with others without the partner/handler's permission.
- 3.3.3 The animal must not display any disruptive behaviors such as barking, whining, growling or rubbing against people.

3.3.4 The animal must avoid licking and scratching or other grooming behaviors in public.

3.3.5 The animal must not block an aisle or passageway.

3.3.6 The animal must never be more than three (3) feet from the partner/handler.

3.3.7 The animal must be trained not to be attracted to food that is nearby.

3.4 Public Etiquette for Interaction with a Service Animal

3.4.1 Do not pet a service animal.

3.4.2 Do not feed a service animal.

3.4.3 Do not deliberately startle a service animal.

3.4.4 Do not separate or attempt to separate a service animal from a partner/handler.

3.4.5 Do not hesitate to offer assistance by asking the partner/handler if assistance is needed.

3.5 Relief Areas

3.5.1 Relief areas on the campus include the nearest grassy areas outdoors such as the spaces outside the external doors of any building. The partner/handler is responsible for cleaning up after the animal defecates and for disposing of the feces in an outdoor trash receptacle. Persons with disabilities who physically cannot clean up after their own service animal will not be required to do so. However, these individuals are to notify the appropriate person (Disability Services Coordinator, Dean of Students, or the event/program facilitator) for the event/program/class of this circumstance if the animal relieves itself.

3.6 Emergency Situations

3.6.1 In the case of an emergency, emergency and public safety personnel should be made aware that there is a service animal on the premises. Every effort should be made to keep the animal with its owner. It may be necessary to leave the animal behind in certain disaster situations.

3.7 Conflicting Disabilities

3.7.1 If a person has a disabling condition that involves an allergic reaction to animals, they may contact the Disability Services Coordinator, if common sense accommodations are unsatisfactory. The person making the contact must provide supporting medical documentation to support that allergic reaction. Action will be taken to consider the needs of both the complainant and the

partner/handler to resolve the problem as efficiently and expeditiously as possible.

3.8 On-Campus Housing

3.8.1 Students with disabilities requiring a service animal, who are interested in on-campus housing, should refer to the current Residence Life Manual, "Attendants and Service Animals" section.

3.9 Pets and Therapy Animals at NECC Locations and Events

3.9.1 Pets and Therapy Animals are generally not permitted in College facilities or at NECC events.

3.9.2 NOTE: Requests for exceptions to this general rule must be submitted to the Disability Services Coordinator, Dean of Students, or the event/program facilitator prior to the event/activity, and will be reviewed/decided on a case-by-case basis.

4. APPLICABILITY

N/A

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DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: service animals; pets