

## Southeast Community College Area (SCC)

**Presence and Use of Animals at SCC Facilities and Events**Administrative Guidelines – Effective September 1, 2000 | **(Revised September 1, 2010)****Purpose**

These administrative guidelines establish the terms and conditions under which animals may be present and used at Southeast Community College (SCC) locations and other SCC-sponsored events and activities. Animals present and used in a program of study (e.g., livestock in the agricultural program) or research laboratory activity (e.g., rats, mice) are not covered by these guidelines.

**General Guideline**

Bona fide service animals may accompany students, employees, and visitors with disabilities to all SCC events, activities, and locations. Local, state and federal laws also regulate the use of service animals at SCC locations and/or events. Other animals (e.g., therapy animals, pets, strays, and mascots) are generally not permitted at SCC locations and/or events.

**Definitions**

For the purpose of administering these guidelines, the following definitions will be used:

- **Service animal** - Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability.
- **Tasks/Work Performed** - Examples of work or tasks include, but are not limited to:
  - assisting individuals who are blind or have low vision with navigation and other tasks,
  - alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
  - providing non-violent protection or rescue work,
  - pulling a wheelchair,
  - assisting an individual during a seizure,
  - alerting individuals to the presence of allergens,
  - retrieving items such as medicine or the telephone,
  - providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
  - helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

- **Therapy Animal** - An animal with good temperament and disposition, and who has reliable, predictable behavior, selected to visit people with disabilities or people who are experiencing the frailties of aging as a therapy tool. The animal may be incorporated as an integral part of a treatment process. A therapy animal does not assist an individual with a disability in the activities of daily living. The therapy animal does not accompany a person with a disability all the time, unlike a service animal that is always with its partner. Laws protecting and giving rights to service animals do not cover a therapy animal.
- **Pet** - A domesticated animal (e.g., dog, cat, ferret, snake, bird, etc.) kept for pleasure or companionship. **Laws protecting and giving rights to service animals do not cover pets.**
- **Partner/handler** - A person with a service or therapy animal. A person with a disability is called a partner; a person without a disability is called a handler. "Handler" also is used in reference to persons with pets.
- **Responsible Administrator** – Refers to the Campus Administrators or their designees at Beatrice, Lincoln, and Milford for campus-based activities and events, or the Dean of the Continuing Education Division for SCC-related activities and events conducted off-campus (e.g., community buildings, learning centers in the 15-county area).
- **Direct threat** means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services.

## Pets and Therapy Animals at SCC Locations and Events

### 1. **Pets and Therapy Animals are not permitted in College facilities or at SCC-sponsored events.**

However, permission may be granted by the Responsible Administrator for a pet or Therapy Animal to be in a SCC facility or at an event for a specific reason at a specific time. Examples include:

- a pet or Therapy Animal is used as a demonstration tool in a class;
- a group may be given permission to use a College facility for a pet show;
- a pet obedience class through Continuing Education.

### 2. **Requests for exceptions to this general restriction must be submitted in writing to the Responsible Administrator prior to the event/activity.** Requests will be reviewed and decided on a case-by-case basis by the Responsible Administrator in consultation with other College officials.

### 3. **Inquiry/Documentation**

The College may make two inquiries to determine whether an animal qualifies as a service animal:

- 1) if the animal is required because of a disability; and
- 2) what work or task the animal has been trained to perform.

The College does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. However, the College will consider the following criteria in situations involving the use of a miniature horse as a potential service animal:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
- Other requirements established in these guidelines, which apply to service animals, shall also apply to miniature horses.

### 4. **Requirements for all Animals and Their Partners/Handlers**

The following requirements must be met prior to having/using any animal at a SCC facility or college-sponsored event.

- **Vaccination:** The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus. Other animals must have had the appropriate vaccination series for the type of animal. All vaccinations must be current. Animals must wear a rabies vaccination tag as prescribed by state law or local ordinance.
- **Licensing:** State/local licensing requirements must be met prior to having/using an animal at a SCC location or event.
- **Owner ID and Other Tags:** State/local tag/identification requirements must be met prior to having/using an animal at a SCC location or event. Tags may include identification, license, and rabies.
- **Health:** The animal must be in good health. **NOTE:** If a service animal is to be housed in college-owned/operated housing, it must have an annual "clean bill of health" from a licensed veterinarian. These documents will be retained in the residence hall manager's office.
- **Control** - A service animal shall be under the control of its partner/handler at all times. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the partner/handler's control (e.g., voice control, signals, or other effective means).
- **Care/Supervision - The College is not responsible for the care or supervision of a service animal.** The care and supervision of a service animal is solely the responsibility of its partner/handler. Animals that are unruly, disruptive, out of control, or present a real threat/menace to others
- **Cleanup Rule:** The partner/handler must clean up immediately after any animal, especially any animal waste and fluids in a College building or on the grounds. The partner/handler is required to:
  1. Always carry equipment sufficient to clean up waste and fluids whenever the animal is on the College's property;
  2. Never allow the animal to void waste on any College property, unless the partner/handler immediately removes the waste;
  3. Properly dispose of the voided waste by flushing or burial, and

4. Never allow the animal to urinate indoors.
5. Exception - Individuals with disabilities who physically cannot clean up after their own service animal may not be required to pick up and dispose of waste. However, these individuals should use marked service animal "toileting" areas when such areas are provided, or they should inform service/maintenance staff about the general location of the waste or fluids.

## 5. When an Animal Can Be Removed

Service/assistance animals, therapy animals, and pets duly authorized to be present may be removed or restricted at a SCC location or event. Following are some common reasons for excluding animals. This is not an exhaustive/exclusive list of reasons:

- **Out of Control:** The animal is out of control and the animal's handler does not take effective action to control it.
- **"Housebroken"** - The animal is not housebroken.
- **Disruption:** The partner/handler may be asked to remove an animal from College facilities or events if a College official deems the animal to be unruly or disruptive (e.g., barking, running around, or bringing attention to itself). If the improper behavior occurs repeatedly, the partner/handler may be told not to bring the animal into any College facility and/or event until the partner/handler takes significant steps to mitigate the undesired behavior. Mitigation can include, for example, muzzling a barking animal or refresher obedience training for both the animal and the partner/handler.
- **Health:** Animals that are ill should not be taken into public areas. A partner/handler with an ill animal will be asked to remove the animal from the College facility or event.
- **Uncleanness:** Partners/handlers with animals that are unclean, noisome and/or bedraggled may be asked to leave College facilities and/or events. An animal that becomes wet from walking in the rain or mud or from being splashed on by a passing automobile, but is otherwise clean, should be considered a clean animal. Animals that shed in the spring sometimes look bedraggled. If the animal in question usually is well groomed, consider the animal tidy even though its spring coat is uneven and messy-appearing or it has become wet from weather or weather-related incidents.
- **Safety** –The College will exclude any animal, including a service animal, from a SCC facility or event when that animal's behavior is deemed to pose a direct threat to the health or safety of other persons or animals. For example, any animal that displays vicious behavior towards other persons or animals will be removed immediately.

If an animal is properly excluded the College will give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

## 6. Areas Off-Limits to Animals

The College may impose legitimate safety requirements necessary for the safe operation of its services, programs, or activities. The College will ensure that its safety requirements are based on actual risks, not on mere speculation, stereotypes, or generalizations about individuals with disabilities. For safety and other reasons, all animals (i.e., service, therapy, and pets) are restricted from certain areas. These areas include, but are not limited to, the following:

- **Research Laboratories:** The natural organisms carried by dogs and other animals may negatively affect the outcome of the research or laboratory processes. Also, the chemicals and/or organisms used in the research may be harmful to animals.
- **Mechanical Rooms/Custodial Closets:** Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- **Areas Where Protective Clothing is necessary:** Any room where protective clothing is required is off-limits to animals. Examples include laboratories, wood shops and metal/machine/welding shops.
- **Areas where there is a Danger to the Animal:** Any room, including a classroom, where there exists a clear and present danger to the animal is off-limits to animals. Some examples of dangers include, but are not limited to:
  - sharp metal cuttings or other sharp objects on the floor or protruding from a surface;
  - hot material on the floor (e.g., molten metal);
  - a high level of dust; or
  - moving machinery.
- **Exceptions** – When reasonable and justified, a College official or a partner/handler may request in writing from the Responsible Administrator that a laboratory, or other area generally off-limits to animals, be opened to animals authorized to be at the SCC facility or event. Written requests for admission to "off limits" areas will be reviewed and

determined on a case-by-case basis by the Responsible Administrator in consultation with SCC Area Administration. **The partner/handler assumes full responsibility for the health/safety/welfare of an animal permitted access to areas that are generally "off limits" to animals.**

#### **7. Emergency Situations**

In the event of emergency, responders should be informed of the presence of service animals at a SCC facility (e.g., classroom, residence hall, and housing). Anyone that responds to an emergency on behalf of the College should be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for help. While the responder should make every reasonable effort to keep the animal with its partner, the responder's first effort should be toward the partner. This priority may necessitate leaving an animal behind in certain emergency evacuation situations.

#### **8. Liability**

The partner/handler of an animal present at any SCC location or event is personally responsible and strictly liable for damage to any property and/or harm to others caused by the animal while at a SCC facility or sponsored event.

#### **9. Support and Assistance**

The preceding information is a summary and general guideline only. Not all situations and potential responses are covered. Contact the College's Access/Equity/Diversity Office for assistance in interpreting and implementing these administrative guidelines.