

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			3	23P	Animals on Campus
			Revised 2009	2019	Next review 2022

Responsibility of owners of service animals

Care and supervision: The care and supervision of a service animal is the sole responsibility of the individual who uses the animal's service. Service animals must be on a leash and under immediate control at all times while on campus. In rare circumstances that the lease interferes with the service animal's work or if the individual's disability prevents using a leash, a leash will not be required. In these cases, the individual must maintain control of the animal through voice, signal, or other effective controls. Service animals may not be left unattended, permitted to run at-large on campus or tied to a building, tree, fixture, etc.

Individuals are responsible for cleaning-up after the service animal, and repairing any damage caused by them. Each service animal must be immunized as required by state law and wear a rabies vaccination tag and license. Ideally, all license tags issued should be securely fastened to a collar or harness which shall be worn by the animal at all times.

Responsibility of staff and students

1. To allow a service animal to accompany the handler at all times and everywhere on campus, except where animals are specifically prohibited due to safety or health restrictions, or where the animal may be in danger, or the integrity of research may be compromised.
2. To not touch, interact with or feed a service animal without the express permission of the handler.
3. To not deliberately startle, harass, distract, or interfere with the work of a service animal.
4. To not separate or attempt to separate a service animal from its handler, unless required by emergency circumstances.
5. College personnel cannot ask about the person's disability, require medical documentation, require a special identification card, training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task. Inquiries are limited to whether the animal is required as a part of a disability and what work or task the animal is trained to perform. If the owner states that the animal is required due to a disability and that the animal is trained to do work for the owner, the service animal will be allowed. See prohibitions listed below.

6. The College encourages students who utilize a service animal to report such use to the Office of the Vice President for Finance and Administration and requires employees to make an accommodation request with the Office of Human Resources.

#### Removal of Service Animals

A service animal may be removed from College grounds or facilities when its behavior poses a direct threat to the health and safety of others, if the animal is out of control and the handler does not take effective action to control it, or it is not housebroken. Petition for reentry of said animal can be made to the Vice President for Finance and Administration.

#### Prohibitions on Service Animals

CPTC may prohibit the use of service animals in certain locations due to health or safety restrictions or where their use may compromise instruction or operations. Such restricted locations may include, but are not limited to: laboratories, kitchen and food preparation areas, medical and dental areas during times where care is being provided, mechanical rooms and custodial closets. Exceptions to restricted areas may be granted on a case by case basis by contacting the Vice President for Finance and Administration.

APPROVAL:	
By: <u><i>Larry Clark</i></u> 8 _____	Date: <u>7-16-19</u>
Larry Clark	