



INDIAN RIVER STATE COLLEGE

ADMINISTRATIVE PROCEDURES

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| TITLE: Service Animals | PROCEDURE: AP-8.52 |
| REFERENCES: 6Hx11-8.52 Policy approved by Board of Trustees on 1/28/14 Americans with Disabilities Act (ADA) | RESPONSIBLE ADMINISTRATOR: <ul style="list-style-type: none"> • Vice President of Instructional Services • Vice President of Administration & Finance |
| LAST REVISION: 1/29/14 | PAGE 1 of 5 |

The intent of this procedure is to provide students, employees and visitors with guidance regarding the use of service animals on any IRSC campus or IRSC-controlled program, activity or event.

Definition of a Service Animal:

Service animals are defined by the U.S. Dept. of Justice, Civil Rights Division (March 15, 2011) as dogs trained to do work or perform tasks for a person with a disability. In addition to dogs, the ADA has established regulations to include miniature horses that have been trained to do work or perform tasks for people with disabilities. The regulations stipulate miniature horses for this purpose as:

- 24-34 inches high and general between 70-100 pounds
- Housebroken
- Under the owner’s control
- Facility can accommodate miniature horse type, size and weight
- Miniature horse’s presence will not compromise legitimate safe operation of the activity and facility

Other species of animals are not service animals under this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Dogs and other species of animals also known as ‘therapy’ dogs/animals (including reptiles, birds etc.) whose sole function is to provide comfort or emotional support, do not qualify as service animals under the ADA.



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Right to Use a Service Animal

Indian River State College complies with the Americans with Disabilities Act (ADA) in allowing use of service animals by students, staff and visitors. Examples of work or tasks performed by service animals include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability.

The College shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, nor shall the College ask about the nature or extent of a person's disability. The College may make two inquiries to determine whether an animal qualifies as a service animal:

- If the animal is required because of a disability: and
- What work or task the animal has been trained to perform.

Individuals with disabilities shall be permitted to use service animals in all College facilities where employees, students, the public, and other participants in services, programs or activities are allowed to go, except where service animals are specifically prohibited due to health, environmental, or safety hazards (e.g., certain research laboratories, mechanical rooms, custodial closets, areas where protective clothing is necessary, or areas where there is a danger to the animal).

Pursuant to F.S. 413.08, any trainer of a service animal, while engaged in the training of such an animal, has the same rights and privileges with respect to access to College facilities and the same responsibility for damages as other persons accompanied by service animals.

Notification Procedures for Use a Service Animal:

- **Students:** Who want to use a service animal on campus should contact Student Disability Services to complete the Service Animal Inquiry Form for Students. Upon completion of the form, the Campus Safety and Security Office will be notified.
- **Faculty, Staff or Visitors:** Who want to use a service animal on campus should contact Human Resources to complete the Service Animal Inquiry Form for Employees and Visitors. Upon completion of the form, the Campus Safety and Security Office will be notified.



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Conditions for Keeping Service Animals on College Campuses and Locations:

- **Control:** The handler must be in full control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler. The College is not responsible for the care or supervision of a service animal. Service animals whose behavior poses a direct threat to the health or safety of others or are disruptive to the College community may be excluded, regardless of training or certification
- **Leash:** A service animal shall have a harness, leash or other tether, unless:
 - The handler's disability prevents the use of such a device; or
 - Use of the device would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be kept under the handler's control (via voice control, signals, or other effective means).
- **Care:** The owner/handle will identify suitable areas where service animals can relieve themselves. Handlers must:
 - Carry equipment and bags sufficient to clean up the animal's waste; and
 - Properly dispose of it. Handlers will be responsible for any damage(s) caused by the waste or its removal. Persons who are not physically able to pick up and dispose of animal waste are responsible for making all necessary arrangements for assistance. The College is not responsible for these services.
- **Health:** The service animal must be in good health with proof of appropriate vaccinations and immunizations from a licensed veterinarian. All service animals must wear a current rabies vaccination tag. Service animals that are ill should not be taken into public areas. A person with an ill service animal may be asked to leave College facilities and/or remove the animal from campus. The service animal must be kept reasonably clean, odor-free, and groomed to avoid excessive shedding. This includes service animals housed in campus housing (River Hammock).
- **Disruption:** Service animals that are unruly or disruptive (e.g., barking, running around unleashed, aggressive toward others, bringing attention to itself, and/or other disruptive behaviors) may need to be removed from College facilities. The College may ask an individual with a disability to remove a service animal from the premises if:
 - The animal is out of control and the animal's handler does not take effective action to control it; or
 - The animal is not housebroken.



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

Surcharges:

An individual with a disability may be charged for damage caused by his or her service animal.

Miniature Horses

Reasonable Accommodations:

The College will make reasonable accommodations to permit use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. All College policies and procedures which apply to service animals shall also apply to miniature horses.

Assessment Factors:

In determining whether reasonable accommodations can be made to allow a miniature horse into a specific facility, the College shall consider:

- 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 would compromise legitimate safety requirements that are necessary for safe operation.

IRSC Faculty and Staff policies regarding student/employee/ visitor service animals:

Faculty and staff should:

- Allow a service animal to accompany the handler at all times and all places on campus, except where service animals are specifically prohibited due to health, environmental, or safety hazards (e.g., certain research laboratories, mechanical rooms, custodial closets, areas where protective clothing is necessary, or areas where there is a danger to the animal).
- Always speak to the handler first, remembering this animal is working and is not a pet.
- Refrain from petting, feeding, or deliberately startling a service animal.
- Immediately report any disruptive behavior of a service animal to College Campus Safety Security. No attempt should be made to separate a handler from his or her service animal.



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Responsibilities of Student Disability Services Office and Human Resources Office:

Notify appropriate personnel including College Campus Safety and Security Office of the potential presence and rights of the service animal and handler/owner.

Questions:

Any questions regarding service animals or their handlers should be directed to Educational Services Student Disability Services Office (for students) or Human Resources (for faculty, staff and visitors).