



Success. It's In Our Nature.

**Policy Name:** Animals on Campus

**Policy Number:** F-3

**Functional Area(s) Responsible:** Administration & Finance; Academic & Student Affairs

**Owner(s) of Policy:** Campus Police; Academic & Student Affairs

**Most Recent BOT Approval Date:** April 2019

**Most Recent Review Date:** Fall 2023

**Most Recent Review/Revision Type:** ☐ none ☒ minor/non-substantive ☐ substantive/extensive

---

### **Policy Statement:**

Animals are not allowed in campus facilities except service animals for independence, and animals for use in educational purposes including classroom instruction\*\*.

### **Reason(s) for Policy:**

This policy has been designed to ensure a safe environment in Finger Lakes Community College facilities.

### **Applicability of Policy:**

All members of the campus community should be familiar with this policy

### **Definitions:**

**Service Animal** is defined by the Americans with Disabilities Act (ADA) as dogs\* that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting or 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. Services 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 crime deterrent effects of an animal's presence and provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purpose of this definition.

\*Under particular circumstances set forth in the ADA regulations at 28 OFR 35.136(i), a miniature horse may qualify as a service animal.

**Handler** is defined as a person with a disability that a service animal assists or a personal care attendant who handles the animal for the person with a disability.

\*\* NOTE: this policy is not for purposes of research conducted with animals.

### **Related Documents:**

- FLCC Institutional Animal Care and Use Committee (IACUC) policy
- Services to Students with Disabilities policy

- Americans with Disability Act (ADA)

## **Procedures:**

### **I. Requirements for Service Animals and Service Animals in Training**

All service animals must adhere to the following guidelines. It is the handler's responsibility to ensure that the dog meets these requirements:

- Vaccination: New York State requires that all dogs have a certificate of rabies vaccination or statement of rabies vaccination.
- Licensing: New York State law requires that all dogs over the age of four (4) months be licensed. Service dogs are licensed at no cost.
- Identification of Service Dog: Article 7, of the Agricultural & Markets Law of New York State, subdivision 109 requires that all dogs licensed in NYS shall wear a tag affixed to a collar on the dog at all times with the municipal identification number.
- Service Animals in Training Identification: The dog must wear an identifiable harness to let others know it is a service animal in training.
- Under Control: The owner/handler of a service animal and service animal in training must be in full control of the animal. ADA states that service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must control of the animal through voice, signal, or other effective controls.
- Clean Up: the owner/handler of the service animal or service animal in training must clean up after the animal defecates and properly dispose of such waste at their own cost.

## **Inquiries**

In general FLCC staff will not ask about the nature of, or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal:

- 1) Is the dog a service animal required because of a disability?
- 2) What work or task(s) has the animal been trained to perform?

FLCC cannot require documentation, such as proof that the animal has been certified, trained, or licensed as service animal. Generally, FLCC may not make any inquiries about a service animal when it is readily apparent that the animal is trained to do work or perform a task for an individual with a disability. FLCC will not ask for medical documentation.

## **Request to Register**

FLCC requests that any service animal be registered with the Campus Police to ensure that the handler understands the rights and responsibilities of having an animal on campus. Once registered, the Service Animal will receive a confirmation card that the individual may present for future use if FLCC staff which to inquire about the animal's status.

## **Asked to Leave**

There are circumstances in which a service animal or service animal in training may be asked to leave or prohibited from FLCC facilities or Programs:

- A. Out of Control Animal: A service animal or service animal in training may be asked to leave an FLCC

facility or program if the animal's behavior is out of control and/or poses a threat to the health and safety of others, the handler may be prohibited from bringing the animal into any FLCC facility until the handler can demonstrate that significant steps have been taken to mitigate the behavior.

- B. Non-housebroken Animal: A handler may be directed to remove an animal that isn't housebroken.
- C. Direct Threat: A handler may be directed to remove an animal that FLCC determines to be substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area such as certain laboratories, mechanical or industrial areas.

**\*\* Allergies and fear of dogs are not valid reasons for denying access. When a person is allergic to dog dander and a person that uses a service dog are required to spend time in the same room or facility, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or in the facility.**

### **Service Dog In Training**

FLCC recognizes the important of allowing potential service dogs the rich experience in using our facilities as training areas.

### **Registration Requirements:**

Upon your first visit to the campus facilities, please stop by Campus Police and register. This will include a copy of any records that your dog has indicating they are in training as well as documentation that the dog is current on all vaccinations. We will also ask for your photo license (or other acceptable photo identification) so we can keep this information on file for future purposes.

### **Control Requirements:**

- The dog's behavior must not be disruptive to its surroundings or other members of the FLCC community. Disruptive behavior includes, but is not limited to, jumping, barking, growling, approaching others for attention, and/or taking food or personal belongings of individuals other than the owner.
- FLCC restricts in-training dogs from the library, café, bookstore and classroom areas unless the owner/handler is a current FLCC student.

### **Clean up and grooming requirements:**

The care of the dog is solely the responsibility of its owner. The dog must be housebroken. The owner/handler shall keep the dog clean, well-groomed and free of pests.

## **II. Educational Purposes**

- A) **Classroom Presentations:** Animals may be allowed periodically for classroom purposes.
- B) **Educational Purposes:** There may be occasions in which animals are used for demonstration or educational purposes outside of the formal classroom. Both internal and external audiences may request to bring in animals for these purposes.

### **Registration Requirements:**

The faculty member or sponsor of the event will need to apply for permission to bring the animal on campus through a request form. The form will need to be completed at least five business days prior to the event.

Animals may not be brought on campus until permission is received from the Campus Police.

If the animal is part of a program on campus, additional insurance or waivers may be necessary.

**Restrictions:** At no time will a non-service animal be allowed to be in the FLCC cafeteria area. Requests to use other areas/offices (e.g., auditorium, library, gymnasium) will require additional time to secure permission.

**Clean up and grooming requirements:**

The care of the animal is solely the responsibility of its owner. The animal must be housebroken or have a cage to collect waste. The owner/handler shall keep the animal clean, well-groomed and free of pests.

If an accident were to occur, the owner and/or the liaison must contact facilities immediately to notify them of the accident. It is the owner's responsibility to have supplies on hand to adequately clean up after their animal.

**Forms/Online Processes:**

- Service Dog In-Training Premises Interactive Process
- <https://survey.alchemer.com/s3/4723179/Animal-Demonstration-Form>

**Appendix:**

None