

# ARC 641P

## Service Animal Procedure

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### PURPOSE

Clackamas Community College is committed to reasonably accommodating people with disabilities in compliance with applicable state and federal laws. Requests for a service animal will be determined on a case by case basis in accordance with applicable laws and regulations.

### SUMMARY

A service animal is 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. Examples of such work or tasks 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. The work or task a dog has been trained to provide must be directly related to the person's disability.

### PROCEDURE

#### 1. Requirements for Individuals with Service Animals:

- a. The service animal must meet the licensing requirements required by the state of Oregon or state of residence for non-residents.
- b. It is recommended that the service animal have annual checkups and current vaccinations.
- c. The service animal must be on a harness, leash, or tether at all times unless the individual is unable because of a disability to use a harness, leash, or other tether due to interference with the service animal's safe, effective performance of work or tasks; in this case the service animal must be otherwise under the individual's control e.g., voice control, signals, or other effective means.

- d. The individual with a disability must be in full control of the animal at all times and the animal may not pose a direct threat to other members of the campus community.
- e. The service animal may be excluded from the campus when that animal's behavior poses a direct threat to the health and safety of others or when the animal is not house broken—the individual with a disability has the option of continuing to participate in college courses, events, and activities without having the service animal on the premises.
- f. The individual with a disability or the trainer for a service animal is liable for any damages to college premises by the service animal.
- g. College personnel are not responsible for the care or supervision of the service animal.

## **2. Verification and need for service animal:**

Where it is not readily apparent that an animal is a service animal and the student has indicated that there is a need for the animal, Clackamas Community College may require sufficient information and documentation to determine whether the animal qualifies as a service animal under applicable law.

The documentation must be provided on the letterhead of a treating, licensed physician or mental health provider, and permit the Clackamas Community College Disability Resource Center to determine the following:

- a. That the individual has a disability for which the animal is needed.
- b. The relationship between the individual's disability and the assistance that the animal provides.

## **3. Responsibilities of people using service animals:**

- a. Care and Supervision: Care and supervision of the animal are the responsibility of the handler/owner. The handler/owner is solely responsible for: maintaining full control of the animal at all times; the cost of care, arrangements, and responsibilities for the well-being of the animal; ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by Clackamas Community College.
- b. Licensing: The animal must meet the applicable licensing requirements of the state of Oregon. (For nonresidents, home state tags may be accepted.) Dogs are required to wear an owner identification tag, a current rabies tag, and a dog license tag at all times.
- c. Health: The animal must have documentation from a licensed veterinarian dated within the past year stating that the animal is in good health and has is

immunized against diseases common to that type of animal. Preventative measures should be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of assistance.

### **Last Reviewed**

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| Last Reviewed and Updated | Date: 6.4.2018                 |
| Maintained By             | CCC Advising & Career Services |