
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: ANIMALS ON CAMPUS

NUMBER: PRO 2-14

REFERENCE: Board Rule 2.19

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I. PURPOSE

To establish the procedures necessary to ensure a safe and healthy working and learning environment.

II. RESPONSIBILITY

The Executive Director of Campus Safety shall have responsibility for the monitoring and policy adherence if animals are on campus.

III. BACKGROUND

In compliance with the above-cited Rule, and in consideration of the possible health and safety risks posed, the following guidelines shall apply to all property of Lake-Sumter State College (LSSC). Animals are not allowed on any LSSC property, including any buildings, grounds, or in a vehicle, except when needed for campus safety, for instruction, or for a disabled employee, student, or visitor.

IV. SERVICE ANIMALS

- a. In accordance with the Americans for Disabilities Act, LSSC will make reasonable accommodations for these animals (dogs or miniature horses only). A service animal means 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. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. Under the Title II and III of the ADA, service animals are limited to dogs. However, entities must make reasonable modifications in policies to allow individuals with disabilities to use miniature horses if they have been individually trained to do work or perform tasks for individuals with disabilities (Service Animals and Emotional Support Animals, ADA National Network, 2014).
- b. Students bringing service animals to LSSC must register with the Student

Accessibility Services (SAS). This allows appropriate documentation (vaccination records, etc.) to be on file with the SAS.

- c. Visitors may bring service animals on campus without registering them with SAS.
- d. All animals must be on a leash or be under the direct and positive control of the handler at all times while on campus.
- e. The handler is responsible for the care and supervision of his or her service animal. If a service animal behaves in an unacceptable way and the person with a disability does not control the animal, the College does not have to allow the animal onto its premises. Uncontrolled barking, growling, jumping on other people, or running away from the handler are examples of unacceptable behavior for a service animal.

V. THERAPY DOGS

- a. A Therapy dog is defined as a dog that has been specifically trained to provide emotional assistance, affection, and comfort to people in hospitals, nursing homes, schools, trauma or crime victim situations, mental health crisis, and many other circumstances. Any Therapy dog working on campus must be a certified Therapy dog through Therapy Dogs International, Alliance of Therapy Dogs, Paws and Stripes College or another equivalent organization.
- b. All Therapy dogs working on behalf of Lake-Sumter State College must be approved by the President and supervised by the Executive Director of Campus Safety or their designee.
- c. The College reserves the right to require documentation of training and current vaccinations for any Therapy dog, and the College reserves the right to approve, deny or rescind any permission for any Therapy dog to work on campus.
- d. A Therapy dog on campus will always be in the control of a trained handler responsible for the dog's well-being, behavior, and any interactions with people.
- e. The Therapy dog handler is responsible for the dog, and must keep the animal on a harness, leash, or other tether at all times, maintain control of the animal, make sure the dog is properly fed and watered, and properly clean up and dispose of waste from the animal.
- f. The Therapy dog may be requested for any planned College function, class, or activity by completing a Workflow request. Emergency requests for the Therapy dog can be made by contacting Campus Safety.
- g. For larger events or incidents, Therapy dogs from other agencies may be invited by Campus Safety to assist with needed services.

VI. OTHER ANIMALS

- a. These include animals used for instructional purposes (including pets), or for campus safety purposes, including support of mental health initiatives.
- b. Animals must be on a leash or in a carrier, and be under the direct and positive control of the handler at all times while on campus.
- c. Appropriate accommodations must be made for the animals while on campus (food, water, shelter, etc.) by the handler.
- d. Permission must be obtained from the Executive Director of Campus Safety prior to bringing the animal on campus. Pets are not allowed on campus unless for

educational purposes. The handler must present documentation to the Executive Director of Campus Safety of up-to-date vaccination for the animal for all relevant diseases.

- e. If the animal is classified by the Florida Fish and Wildlife Conservation Commission as Class I, II, or III, the handler must present the applicable Wildlife Permit to the Executive Director, Campus Safety, prior to bringing the animal on property.
- f. No venomous animals are to be brought to or maintained on campus for any purpose.

VIII. STRAY OR ABANDONED ANIMALS

- a. Employees are not to bring stray or abandoned animals to campus.
- b. Employees are not to feed or care for stray or abandoned animals on campus.
- c. If stray or abandoned animals are found on campus, they should be reported to Campus Safety and immediate action must be taken to have the animal removed from campus.
- d. Injured or sick stray animals must be reported immediately to Campus Safety.

IX. LABORATORY ANIMALS

Any live animal held on campus, or on College owned or operated property for 24 hours or longer for the purposes of decoration, display, education, training, or research shall be deemed a laboratory animal.

- a. The care of the animal is the responsibility of the person who brings the animal on campus.
- b. Care of laboratory animals must be in compliance with the Animal Welfare Act, The Public Health Service Policy on Humane Care and Use of Laboratory Animals, The U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training, and in accordance with the Guide for the Care and Use of Laboratory Animals (National Research Council, 1996, or most recent edition).
- c. The handler must have available for documentation the appropriate Wildlife Permit if the animals classified by the Florida Fish and Wildlife Conservation Commission as Class I, II, or III.
- d. Animals in classrooms or laboratories shall be kept in a healthy condition in cages or tanks of adequate size to hold the animal or animals without overcrowding or spread of disease, made of materials or constructed to hold the animal or animals safely without damage to the animals or danger of accidental release, that allows food, water and bedding to be provided and exchanged without damage to the animal or danger of accidental release.
- e. Animals must be housed in a manner that provides appropriate temperature, humidity or water quality, ventilation, illumination, and other physical environmental factors appropriate to the species and number of animals maintained.
- f. All laboratory animals must be provided with adequate amounts and types of water and food provided in a manner appropriate to the species, such as bowls,

- sipping/licking bottles, automatic watering systems, etc. If live food is required, food animals cannot be held on campus for more than 24 hours, or the food becomes classified itself as laboratory animals.
- g. Sanitation – All laboratory animals must be held in such conditions as to maintain their health and prevent the spread of disease to other animals and humans. Sanitation must be performed in a manner that limits the laboratory animal's exposure to potentially toxic sanitizing and disinfecting agents, hot water or steam, and abrasives. Areas where laboratory animals are held must also be monitored and cleaned appropriately. Disposal of waste products, must be in accordance with standard sanitation practices.
 - h. Vertebrate animals (any organism normally classified in Kingdom Animalia, Phylum Chordata, Subphylum Vertebrata is a vertebrate animal) must be inspected daily, including weekends, holidays and vacation times, and in emergency situations.
 - i. The needs of the animals for activity, exercise, mental stimulation, and play must also be provided for in a manner appropriate for the species.
 - j. At the end of the program or display period, animals should be removed as follows:
 - 1. Animals captured from the wild should be returned to their original habitat, if possible, or to one with similar environmental features.
 - 2. Domestic animals or animals acquired from commercial sources must be provided with off-campus housing of similar or better quality, returned to their source, or placed in the care of a professional animal shelter. Domestic animals must not be "set free" or "left to fend for themselves."
 - k. Dead animals must be removed immediately and disposed of in a sanitary manner to prevent the spread of disease and the attraction of pests.
 - l. All individuals involved in classes or labs in which these animals are used must be instructed in the care, maintenance, and handling of the species being used, to the extent appropriate to their role.
 - m. In the event that the animal harms a student or employee, the appropriate authorities must be notified immediately by the Executive Director of Campus Safety or their designee.
 - 1. Emergency medical care should be sought as outlined in the Emergency Operations Plan.
 - 2. An incident report must be filed with Campus Safety as soon as possible.
 - 3. In the case of Class I, II, or III wildlife – Florida Fish and Wildlife Conservation Commission must be notified.
 - 4. In the case of all other animals, the local animal control office should be notified by the administrative office issuing permission to bring the animal on campus.