



# ADMINISTRATIVE PROCEDURES

No. 318.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## SERVICE ANIMALS

The following procedures apply to students, faculty and staff, as well as members of the community coming on campus for occasional use.

### Definition

A service animal is defined as “any animal that is individually trained to do work or perform tasks for the benefit of a person with a disability.” A service animal is not a pet.

### Use of Service Animals

Enrolled students wishing to be accompanied to class by a service animal on a regular basis as an accommodation shall request authorization from the Disability Resources Center. Students shall provide current verification of a disability that requires accommodation and be able to demonstrate the function the service animal performs as a disability accommodation. Qualified students will be provided with an official Disability Resources Center Authorization for Academic Accommodation letter to present to their instructors indicating the authorized use of a service animal in class.

A service animal may be excluded from the District premises or specific areas of the college if:

1. The animal is out of control and the owner does not take effective action to control it, or
2. The animal poses a direct threat to the health or safety of others.

Individuals with disabilities who use services animal which are deemed to be out of control or a direct threat to health and safety of others, will be given the option of continuing to utilize or participate in college services without having the service animal on the premises. (Title II of the ADA Regulations, 28 C.F.R. § 36.208)

### Responsibilities Of Persons Using Service Animals

The care and supervision of a service animal is solely the responsibility of his or her owner.

All service animals must be on a leash and under full control of the owner at all times.

All service animals must be in good health, displaying no skin, eye, ear, or nose irritation, infection, or discharge, unless the animal has a release from a veterinarian showing the animal free from any health risk to the public. The animal must be free of fleas and external parasites.

All service dogs must be immunized against rabies and wear a vaccination tag in accordance with State of California Health and Safety Code. (§ 121690) Proof of vaccination may be required in accordance with State and local laws.

The District requires the owner to clean up after an animal defecates and to always carry equipment sufficient for this purpose.

#### District Evaluation Procedures

The Basic criteria to be used in evaluating an individual's request to use a service animal on campus are:

- The person using the service animal has a disability.
- The service animal assists the person in a manner related to the disability.
- There is no fundamental alteration in District services, programs, or activities.
- There is no direct threat to the health and safety of others.
- The service animal is not disruptive in a class or service area.

#### Alternatives to be Provided if the use of the Service Animal is Denied

The Director of Disability Resources will:

- Determine whether alternative modifications to District policies, practices, or procedures can be made to permit the individual to participate in District service, programs or activities.
- Determine whether academic adjustments or auxiliary aids may be used by a student with a disability to permit his/her participation in District services, programs or activities.

Anyone dissatisfied with a decision made concerning a service animal is referred to Administrative Procedure 307.2 Discrimination Complaint Procedure.