

Animals on University Property Policy

University of La Verne

I. SCOPE OF POLICY

A. This policy applies to:

1. All persons present on University property, including all employees of the University, (e.g. faculty, administrative and professional staff, classified staff, and student workers); students; affiliates; alumni; volunteers; invitees; donors; business representatives; contractors; invitees; visitors; and others.
2. All areas of the University's campuses, as well as all other real property owned or controlled by the University; and
3. All animals owned, controlled or in the possession of any individual while on University owned or controlled property.

B. This policy does NOT apply to the following animals:

1. Animals whose presence on University property is related to University sponsored instructional or research activity or other events for which the University's prior approval for the presence of such animals was given.
2. Animals used in police or search and rescue operations on University property.

II. Definitions

- A. "Service animal" is a dog, (or in certain circumstances, a miniature horse for which the University has determined reasonable modifications can be made), specifically trained to do work or perform tasks for the benefit of and to accommodate the functional needs of an individual with a disability.
- B. "Service-dog-in-training" is a dog tagged as a service dog in training by identification issued by the county clerk or animal control department and accompanied by a handler duly licensed or authorized to train service dogs. Notwithstanding any other provisions of this policy, a service-dog-in-training must be leashed and properly tagged at all times.

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- C. "Handler" means an individual with a disability who is the owner and user of a service animal or emotional support animal, or the person bringing an animal onto University property.
- D. "Emotional support animal" is any animal that is specifically designated by a qualified medical provider as affording an individual with a disability an equal opportunity to use and enjoy a dwelling or to perform essential functions of employment, provided there is a nexus between the individual's disability and the assistance the animal provides.
- E. "Pet" means any animal that is not trained and employed as a service animal; not properly tagged and licensed as a service-dog-in-training; not approved by University's Disabled Student Services Department (DSS) as a necessary and reasonable housing-related disability; or not approved by the University's Office of Human Resources as a necessary and reasonable employment-related accommodation for a documented disability. All other animals are considered pets.
- F. "University property" means all University campuses, buildings, areas and other real property owned, leased, or otherwise controlled by the University.

III. POLICY STATEMENT

This policy governs actions of all individuals and groups desiring to bring or maintain any animal on University property.

IV. POLICY STANDARDS AND PROCEDURES

- A. **Pets Prohibited**
Unless otherwise authorized by the provisions of this policy, all individuals, including employees, affiliates, volunteers, students, business representatives, contractors and visitors, generally are

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prohibited from bringing pets or any other animals onto University property.

1. Exceptions for University sponsored events may be granted on a case-by-case basis after a risk assessment and approval by Risk Management, followed by approval by the Dean of Students and the Department/program chair responsible for the event, and notification to Campus Safety outlining the event details.

B. Service Animals and Service Dogs-in-Training

The University of La Verne welcomes the presence of trained service animals assisting people with disabilities on its campus and service dogs in training in areas open to the public consistent with the provisions of this policy and applicable law.

1. Locations.

A service animal and service-dog-in-training are generally permitted to be on university property in any place where the animal's handler is permitted to be, although there are specific locations and activities on university property where all animals are prohibited for safety and health reasons. These areas may include, but are not limited to the following:

- Research and teaching laboratories (or other research facilities) Mechanical rooms/Custodial closets
- Food service preparation areas
- Areas where protective clothing is necessary
- Areas where there is a danger to the Service Animal

2. Behavior, Control and Hygiene.

In accordance with the Americans with Disabilities Act of 1990, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the handler's disability prevents using these devices. In that case, the handler must maintain control of the service animal through voice, signal, or other effective controls. Service-dogs-in-training must be leashed and properly tagged at all times.

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The service animal or service-dog-in-training must reflect reasonable behavior and proper hygiene at all times while on University property. If the animal exhibits unacceptable behavior, the handler is expected to employ proper training techniques to correct the situation in a satisfactory manner. Animals with hygiene issues will be denied access to University property until the problem is dealt with effectively.

It is the handler's responsibility to promptly remove and properly dispose of the animal's waste and shedding (e.g. urine, excrement, fur etc.)

3. [Circumstances requiring removal of a service animal or service dog-in-training](#)

A person with a disability generally should not be asked to remove their service animal or service dog in training. However, the University may require a handler to remove the animal if:

- (a) it is out of control and the handler does not take effective action to control it;
- (b) it is not housebroken; or
- (c) the presence of the service animal or service dog in training will result in a direct threat to health or safety of the service, program, or activity involved.

When University personnel determine there is a legitimate reason to ask that a service animal be removed, University personnel will offer the handler the opportunity to obtain goods or services without the animal's presence.

4. [Proper inquiries related to service animals](#)

When the nature of a handler's disability is not obvious, University personnel are limited to asking the following two questions in order to determine if the animal is an authorized service animal:

- (1) Is the animal required because of a disability? and

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(2) What work, or task has the animal been trained to perform?

University personnel may not ask about nature of the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

C. Emotional Support Animals

Members of the University community with a documented disability who seek approval for an emotional support animal as a reasonable accommodation for either (1) the use and enjoyment of a dwelling, or (2) to perform the essential functions of employment with the University, must request and receive approval for an emotional support animal through the University's disability-related accommodation procedures as follows:

- University housing-related disability accommodations: Disabled Student Services
- Employment-related disability accommodations: Office of Human Resources

When the appropriate University personnel determine that an emotional support animal is necessary as a reasonable accommodation for a disability, the handler may seek an exception to the policy's general prohibition of animals based on the approved accommodation.

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1. Locations.
 - a) *Approved Housing-related ESA: Where approved, is only allowed in the University residence hall and common use areas of the residence hall to which the handler is assigned. Emotional support animals are not allowed in any other buildings or areas of University property, including but not limited to, the Campus Center, Sneaky Park, or classrooms. An ESA may be taken outside of the handler's residence hall for a brief period for exercise and to excrete waste.*
 - b) *Approved Employment-related ESA: Where approved, an ESA is only allowed in the workspace to which the University employee is assigned. Emotional support animals are not allowed in any other buildings or areas of University property, including but not limited to, the Campus Center, Sneaky Park, or classrooms. An ESA may be taken outside of the handler's workspace for a brief period to excrete waste.*

2. Behavior, Control and Hygiene

The handler must be in full control of the ESA at all times. The ESA must be on a leash, harness, or other tether, or in an appropriate crate or carrier (if applicable) when being transported to and from the handler's dwelling unit or work space, as applicable.

The emotional support animal must reflect reasonable behavior and proper hygiene at all times while on University property. If the animal exhibits unacceptable behavior, the handler is expected to employ proper training techniques to correct the situation in a satisfactory manner.

An ESA must be clean and well groomed, and measures should be taken at all times for flea, tick, or other infestations and odor control. Animals with hygiene or odor issues will be denied

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access to or removed from University property until the problem is dealt with effectively.

It is the handler's responsibility to promptly remove and properly dispose of the animal's waste (e.g. urine, excrement, fur, cage shavings, etc.), which must be placed in a sturdy plastic bag before disposal and must be disposed of in an outside trash receptacle.

The handler will be held responsible for any damage, including excess cleaning and/or replacement of any carpeting or furnishings, resulting from the presence of the emotional support animal. In addition, the handler will be held financially responsible for any bodily injury or damage to property of others caused by the approved emotional support animal.

The handler is responsible for assuring the ESA does not unduly interfere or adversely affect the handler's employment duties or routine activities of other members of the University community, including University employees, students, or visitors. In addition, the ESA must not pose a threat to the health, safety, or property of anyone in the University community.

The handler is required to cage or crate the ESA at all times when the handler is not present in the dwelling or workspace and when other members of the University community are present for University business, including maintenance and repairs.

A handler is prohibited from leaving an ESA unattended on University property overnight or for an unreasonable period of time. A handler is required to take the ESA when the handler leaves campus overnight, during breaks, and when the applicable residence hall is closed.

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University personnel are not required or responsible for providing care, food or water for any animal while on University property.

3. Circumstances requiring removal of an ESA

The University may require a handler to remove the ESA if:

- (a) It is out of control and the handler does not take effective action to control it;
- (b) It is not housebroken; or
- (c) The presence of the ESA poses a direct threat to the health or safety of anyone in the University community.

When University personnel determine there is a legitimate reason to ask that an emotional support animal be removed, University personnel will offer the handler the opportunity to obtain goods or services without the animal's presence.

The care and supervision of the ESA is solely the responsibility of the handler. The handler is responsible for ensuring the safety of an ESA and that the ESA does not pose a threat to the health or safety of the University community.

If University personnel have reason to believe an approved ESA is being neglected, mistreated, abandoned, or otherwise found unattended on University property for an unreasonable period of time, the University may contact the Animal Control Unit of the La Verne Police Department, City of Laverne to have the animal removed or impounded at the expense of the handler. In addition, an ESA may be removed or impounded without advance notice if the University's Sr. Director of Campus Safety or designee determines the immediate removal is warranted due to safety concerns.

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D. Freshwater fish within a 10-gallon tank.

Notwithstanding any other provision of this policy, residents of University residence halls may maintain within their dwelling units freshwater fish within a 10-gallon tank maximum. Such residents are required to maintain the aquarium in a clean and sanitary manner and are responsible for any damage caused by the presence of the aquarium.

E. Compliance with local ordinances

In addition to the provisions of this policy, handlers are reminded that all animals must comply with applicable local ordinances, including vaccinations and licensing.

F. Limitation of Liability

From time to time, the University may use pesticides, pest control devices, cleaning supplies, and other materials for the maintenance and operation of University property. The University is not responsible or liable for harm to any animal present on University property, regardless of whether the animal is permitted on University property pursuant to this policy or otherwise. While the University will endeavor to provide reasonable advance notice to members of the residence halls of planned operations using such matters, emergency or other imminent circumstances may render advance notice impossible or impracticable.

G. Grievances

Any individual who feels that he or she has been improperly denied the ability to bring a service animal or ESA onto university property may file a grievance under the applicable University policy as follows:

- University housing-related disability grievances: See Disabled Student Services Handbook; also see University's Nondiscrimination Policy. <https://sites.laverne.edu/disabled-student-services/disabled-student-services-handbook/>

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- Employment-related disability grievances: See University's Nondiscrimination Policy. <https://laverne.edu/diversity/social-justice-reporting-form/>
- All other grievances: See University's Nondiscrimination Policy. <https://laverne.edu/diversity/social-justice-reporting-form/>

H. Sanctions

Any individual determined to be in violation of the policy may face sanctions in accordance with the applicable University procedures or otherwise prohibited from entering onto University property.

Date of Approval: _____

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Approved by:

- Board of Trustees
- President's Executive Cabinet
- President
- Other: _____

Audience:

- Public
- University Community Only
- Department Only: _____