



NO. 5051 SERVICE ANIMALS

- 1.0 **POLICY:** It is the policy of Oklahoma City Community College (“OCCC”) that visitors to and students attending OCCC may be accompanied by their service animals in compliance with federal and state law.
- 2.0 **DEFINITION:** A Service Animal is a 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.
 - 2.1 The work or task that the Service Animal has been trained to provide must be directly related to the individual’s disability. Examples of such work or tasks include but are not limited to guiding people who are blind, alerting people who are deaf or hard of hearing, pulling a wheelchair, alerting and assisting a person who is having a seizure, reminding a person with mental illness to take prescribed medication, calming a person with PTSD during an anxiety attack, or performing other duties.
 - 2.2 Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals for purposes of this policy.
- 3.0 **INQUIRIES RELATING TO SERVICE ANIMALS:**
 - 3.1 When it is not readily apparent what service an animal provides, OCCC staff may ask (1) if the dog is a Service Animal required because of a disability, and (2) what work or task the dog has been trained to perform.
 - 3.2 For purposes of permitting a Service Animal on OCCC property, staff may not ask about the individual’s disability, require medical documentation, or ask that the dog demonstrate its ability to perform a service or task. This section does not preclude OCCC from requiring documentation pursuant to policy No. 5052 before granting accommodations.
 - 3.3 OCCC may not require a special identification card or training documentation for the dog. However, OCCC requires that the dog has all vaccinations, licenses, or tags that are required for all dogs under local and state law.
- 4.0 **SCOPE:** Service Animals generally may accompany individuals with disabilities in all areas of the OCCC property where members of the public or participants in services, programs, or activities are allowed to go. OCCC areas that sell or prepare food must allow Service Animals in public areas even if state or local health codes prohibit animals on such premises.
- 5.0 **CONTROLLING AND EXCLUDING SERVICE ANIMALS**
 - 5.1 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 maintain control of the animal through voice, signal or other effective control.
 - 5.2 A Service Animal may be excluded from OCCC property if the Service Animal poses a direct threat to the health or safety of others, the Service Animal is out of control and the handler does not take effective action to control it, or the Service

Animal is not housebroken. When there is a legitimate reason to ask that a Service Animal be removed, OCCC staff will offer the individual with a disability the opportunity to participate in programs, or obtain goods and services without the animal's presence.

- 5.3 An incident involving a Service Animal that bites a person or is out of control shall be reported to OCCC Campus Police immediately. OCCC Campus Police are authorized to confine the animal until observation of the animal can be arranged pursuant to Section 8-44 of the Oklahoma City Municipal Code. An individual owning, harboring, or keeping a Service Animal that bites a person must report that occurrence to the Animal Welfare Division within 24 hours.
- 5.4 Pursuant to Section 8-48 of the Oklahoma City Municipal Code, the owner of the animal is responsible to clean up the Service Animal's solid animal waste both indoors and outdoors in a prompt, courteous fashion. Owners and handlers of Service Animals must have in their possession equipment or material needed to remove the animal's solid waste material when accompanied by the animal. All solid waste shall be disposed of in bags and placed in outdoor trash cans. Indoor incidents of Service Animal's solid and liquid waste are the owner's responsibility to address and are to be reported to OCCC Campus Police.
- 5.5 To the extent OCCC normally charges visitors, participants and students for damage that they cause, OCCC may also charge individuals with disabilities for damage caused by the individuals or their Service Animals.
- 6.0 **EMPLOYEES WITH SERVICE ANIMALS:** OCCC employees desiring to bring a service animal on campus as a reasonable accommodation of a disabling condition must contact Human Resources. Human Resources may require documentation that the service animal is needed to enable an employee with a disability to perform the essential functions of his or her position.

Adopted: May 11, 2012