

Appendix 2- Pet and Animal Policy

This policy has been modified from CEASE, Inc.

This policy differentiates “assistance animals” from “pets”, describes types of assistance animals, and sets behavioral guidelines for animals.

Animal Policy

The Americans with Disabilities Act requires [ORGANIZATION] to allow service animals. [ORGANIZATION] strives to provide equal access to shelter for any person with a disability using a service animal. [ORGANIZATION] will make reasonable physical modifications to the premises to allow persons with disabilities access to its programs and resources.

[ORGANIZATION] is not required to provide any accommodations that would:

1. Pose a direct threat to the health or safety of others
2. Result in physical damage of the property of others, unless the threat can be eliminated or significantly reduced by reasonable accommodations.
3. Pose an undue financial and administrative burden.
4. Fundamentally alter the nature of [ORGANIZATION] operations.

Definitions:

Partner/Handler

- A person with an animal
 - A Partner is a person with a disability
 - A Handler is a person without a disability

Pet

- A pet is a domestic animal kept for pleasure or companionship

Service Animal

- An animal individually trained to do work, or perform tasks directly related to the disabilities that person (partner) has.

Team

- A partner and his/her animal. The pair works as a cohesive team in accomplishing activities of daily living and tasks.

Requirements for Staff Members and/or Volunteers Regarding Service Animals

Staff members and/or Volunteers of [ORGANIZATION] cannot ask the nature of the person's disability.

- ❖ Staff member and/or Volunteers of [ORGANIZATION] may inquire:
 - If the animal is required because of a disability
 - What job the animal is trained to accomplish.

Staff members and/or Volunteers may not pet a service animal

- ❖ Petting a service animal while it is working distracts it from its duties at hand.

Staff members and/or Volunteers are not permitted to feed a service animal

- ❖ The animal may have special dietary needs, or habits that the staff member is unaware of. This can make the service animal ill.

Staff members and/or volunteers are not to intentionally separate, or attempt to separate, a partner/handler from his/her service animal.

Staff members and/or Volunteers should take every precaution not to deliberately startle a service animal.

Requirements for Animals and their Partners/Handlers

Vaccinations

- ❖ Animals should be in good health.
- ❖ Staff members/volunteers may be able to assist residents in taking animals to the veterinarian. This allows the animal to receive a wellness check, assure shots are up to date, and address any issues that need attention now for the safety of the animal's health and others who may meet said animal.

Leash

- ❖ Service animals should remain with their partners at all times. Pets must be in the kennel if handler is not on the shelter premises.
- ❖ Animal should be on a leash at all times, including service animals, unless there is a viable reason in relation to the partner's disability that the animal cannot be on a leash. If leash interferes with the tasks the animal performs, then the animal has to be under the partner's control using voice commands, signals, or an alternate effective means.

Cleanup

- ❖ [AREA] is available for animals to relieve themselves.
- ❖ DO NOT allow animals to relieve themselves in any playground area.
- ❖ If animal relieves themselves in an inconvenient location it is the partner/handler's responsibility to pick up and dispose of waste properly unless the partner's disability prohibits this. If this is the case prior arrangements should be made.
- ❖ If animal stays in kennel, partner/ handler must assist other residents in the care of keeping the kennel clean.

Feeding and Other Care

- ❖ Partner/handler is to ensure animal is fed each day and fresh water is provided.
- ❖ Tend to the needs of the animal

❖ If partner/handler is not able to care for animal, other arrangements need to be made by partner/handler to ensure care is provided. This cannot include staff

An animal can be asked to leave if the health or safety of others are threatened by the presence of the animal.

Contact Person and/or information

If partner/handler is not able to care for animal, other arrangements need to be made by partner/handler to ensure care is provided. This cannot include staff. Staff members need to be aware of contact persons and numbers in case an emergency arises with the client or animal.

Any Complaints or appeals should be submitted to [EXECUTIVE DIRECTOR].

[EXECUTIVE DIRECTOR INFORMATION AND SIGNATURE]

