

Administrative Procedure 655.1A

Name of Procedure: Service Animals

Policy Number: 655

655.1A Service Animal in Training

Service Animals in-training may be permitted, but are not entitled to, the same access as service animals under the ADA. Students who would like access for service animals in-training should request accommodations through Disability Support Services. Employees who would like access for service animals in-training should request accommodations through Human Resources

REQUIREMENTS OF SERVICE ANIMALS IN-TRAINING AND THEIR HANDLERS

1. **Control**: The care and supervision of a service animal in-training is the responsibility of the handler. The handler must maintain control of the animal at all times. The service animal in training 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 handler must maintain control of the animal through voice, signal, or other effective controls.
2. **Cleanliness**: The service animal in-training must be housebroken and the handler is responsible for ensuring the clean-up of all animal waste in a safe and sanitary manner. If the handler is unable to collect and dispose the waste, the handler must contact Disability Support Services to make arrangements for necessary assistance.
3. **Health**: The service animal in-training must comply with local, county, and/or state vaccination and licensing requirements. It is recommended the animal have an ID tag.
4. **Ensure**: Ensuring the service animal in-training does not disturb or disrupt normal academic or administrative functions.
5. **Damage or Injury**: The handler is responsible for any damage or injury caused by the service animal in-training.

RESTRICTIONS ON ACCESS

Service animals in-training are allowed to accompany their handler except for the following locations that would pose health, environmental, or safety risks:

1. Teaching laboratories
2. Mechanical Rooms
3. Custodial closets
4. Areas where protective clothing is necessary
5. Medically sensitive patient and clinic areas

Service animals in training may be restricted from other areas as deemed appropriate by the college.

In accordance with RCW 49.60.218, only service animals that are dogs or miniature horses are permitted in college food establishments.

LCC RESPONSIBILITIES

1. Allow a service animal in-training to accompany the handler on campus, except where service animals are prohibited as outlined above.
2. Refrain from petting, feeding, or deliberately startling the service animal in-training.
3. Immediately report disruptive behavior, ill health, mistreatment, and/or damage or injury caused by a service animal in-training to Campus Security at 442-2911. No attempt should be made to separate the handler from his/her service animal in-training.
4. Campus Security may escort the handler and service animal in-training off campus and may prohibit the handler from bringing the service animal in-training to campus until the issues violating this policy are resolved.
5. Any questions regarding service animal in-training and their handlers should be directed to Disability Support Services at 442-2340.

I agree to the terms and conditions set forth above.

Employee's Signature

Date

Print Name