

# Service Animal Procedures and Guidelines

## Definition

Service dogs are individually trained to perform some of the functions and tasks for the benefit of a person with a disability in accordance with ADAA and Section 504 of the Rehabilitation Act. Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, pulling a wheelchair, or retrieving dropped items. A service dog is permitted to accompany a person with a disability everywhere on campus except in situations where safety may be compromised, due to chemicals, living organisms, or health and safety issues. Dogs that are not trained to perform tasks that mitigate the effects of a disability, including dogs that are used purely for emotional support, are not considered service animals and are not allowed on the LLCC premises.

## Primary College Contacts

**Students** requesting to have a service animal accompany them on campus as an accommodation should contact the Special Needs Office for information regarding the formal, required process.

**Guests** may be accompanied by a service animal when participating in programs and accessing services without requesting an accommodation. Please contact the college's Police, Security, and Safety Office.

## Requirements and Responsibilities

An individual with a service dog is responsible for the following:

- A. Registering the animal with the Special Needs Office. .
- B. Ensuring that the dog is trained and have current health records as well as meeting any licensing requirements of the state of Illinois. Thus, the dog must be immunized in accordance with state and local requirements and required to wear a dog license tag at all times. The dog must be well-groomed and have good hygiene.
- C. Ensuring that the dog is in a harness or on a leash or tether at all times and the dog must wear some type of recognized identification symbol. .
- D. Ensuring that the dog is under control and behaves properly at all times. The supervision of the dog is solely the responsibility of its handler. Consequently, the handler is responsible for the behavior and actions of the dog. The service dog may not display disruptive behaviors such as barking, whining, growling, rubbing, etc. The service dog may be excluded from the campus when the dog's behavior poses a direct threat to the health or safety of others, if the dog is destructive, ill, or unclean.
- E. Reminding others to not feed, pet, or attempt to separate the service dog from the handler.
- F. Ensuring that all city ordinances or other laws regarding cleaning up after the service dog defecates are followed. Individuals with disabilities who physically cannot clean up after their own dogs are not required to pick up and dispose of feces; however, these individuals should use marked service dog toileting areas where provided.
- G. Ensuring that the service dog is in good health. If the dog becomes ill, the handler must remove it from the area and college staff may require it to leave.

## **Requirements for Faculty, Staff and Students**

Members of the LLCC community are responsible for the following:

- A. Allowing service animals to accompany the partner/handler at all times and everywhere on campus except where animals are specifically prohibited.
- B. Not distracting a service animal in any way. Do not pet, feed, or interact with the animal without the partner/handler's permission.
- C. Not separating a partner/handler from a service animal.

LLCC may take disciplinary action against any individual who fails to abide by these guidelines.

## **Conflicting Disabilities**

There could be conflicting disabilities on campus. Individuals with medical issues who are impacted by dogs (such as respiratory diseases) should contact the Special Needs Office if they have a concern about exposure to a service dog. The individual will be asked to provide medical documentation that identifies a disability and the need for an accommodation. The Special Needs Office will facilitate a process to resolve the conflict as expeditiously and efficiently as possible that considers the needs and accommodations of all persons involved.

## **Emergency Situations**

In the event of an emergency, the service dog and handler will be approached with caution. The dog may be distraught or confused by the emergency, thus the handler will be directed. If the handler is incapacitated, all efforts will be made to contact the Emergency Responders (ERs.) The ERs are trained to recognize service dogs and to be aware that the dogs may try to communicate the need for help. Also, a dog may become disoriented from the smell of smoke in a fire or laboratory emergency, or from sirens, wind noise, or shaking and moving ground. ERs should be aware that the dog may be trying to be protective and, in its confusion, should not be considered harmful. ERs should make every effort to keep a service dog with its handler; however, the ER's first effort should be toward the handler, which may result in the service dog being left behind in some emergency evacuation situations.