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## 1.0 Definitions

- 1.1 A “Service Animal” is any dog or a miniature horse 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. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of this definition. The work or tasks performed by a Service Animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. (28 C.F.R. § 35.104(b)(7); Cal. Civ. Code § 54.2.) If there is a question as to whether an animal is a Service Animal, contact the Vice President of Student Services or the Vice President of Administration, or designee.
- 1.1.1 Types of Service Dogs: A service dog is a dog that has been specially trained as a “Guide Dog”, “Hearing Dog”, “Ssig Dog”, “Seizure Dog”, or “Assistance Dog”.
- 1.1.2 A “guide dog” is a dog carefully trained to serve as a travel tool by persons with severe visual impairments or who are blind.
- 1.1.3 A “hearing dog” is a dog that has been trained to alert a person with significant hearing loss or who is deaf when a sound (e.g., a knock on the door) occurs.
- 1.1.4 A “Ssig dog” is a dog trained to assist a person with autism. The dog alerts the person to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping). A person with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a person who is blind or deaf.
- 1.1.5 A “seizure dog” is a dog trained to assist a person with various types of seizure disorders; how the dog serves the person depends on the person’s needs. The dog may stand guard over the person during a seizure, or the dog may go for help. A very few dogs have somehow learned to predict a seizure and warn the person in advance.
- 1.1.6 An “assistance dog” is a dog that has been specially trained to assist a person who has mobility or health impairment. Types of duties the dog

may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, pulling a wheelchair, etc.

- 1.2 A “therapy animal” is an animal with good temperament and disposition, and who has reliable, predictable behavior, selected to visit people with disabilities or people who are experiencing the frailties of aging or confinement as a therapy tool. The animal may be incorporated as an integral part of a treatment process. A therapy animal does not assist an individual with a disability in the activities of daily living. The therapy animal does not accompany a person with a disability all the time. Thus, a therapy animal is not covered by laws protecting Service Animals and does not have the rights given to Service Animals.
  - 1.3 A “Partner” is a person with a verifiable disability who has a Service Animal.
  - 1.4 A “Handler” is a person without a disability who has a Service Animal.
  - 1.5 A “Team” consists of a Partner and his or her Service Animal or a Handler and his or her Service Animal. The twosome works as a cohesive Team in accomplishing the tasks of everyday living.
  - 1.6 A “Trainee” is an animal undergoing training to become a Service Animal. A Trainee must be housebroken and fully socialized. To be fully socialized means the animal shall not, except under rare occasions, bark, yip, growl, howl, or make any type of disruptive noises; shall have a good temperament and disposition; shall not show fear; shall not be upset or agitated when it sees another animal; and shall not be aggressive.
  - 1.7 A “Pet” is a domestic animal kept for pleasure or companionship.
  - 1.8 A “potentially dangerous dog” means: (a) any dog which has, when unprovoked, engaged in any behavior that requires a defensive action by any person to prevent bodily injury when the person and the dog are off the property of the owner or keeper of the dog; or (b) any dog which, when unprovoked, bites a person; or (c) any dog which, when unprovoked has killed, seriously bitten, inflicted injury, or otherwise caused injury to a domestic animal off the property of the owner or keeper of the dog.
- 2.0 General Rule for Service Animals, Therapy Animals, Trainees and Pets
- 2.1 Animals are not permitted in District/College buildings and/or on District/College property except for (a) Service Animals and Trainees meeting the requirements of section 4.4 below; and (b) animals used in the educational programs of the District and (c) animals participating in permitted events focused on animals (e.g. dog agility trials) in accordance with the District’s Facility Use Policies and Regulations (P/R-1410).
  - 2.2 Service Animals meeting the requirements of section 4.4 below are permitted in District/College buildings. (28 C.F.R. §§ 35.130(a); 130(b)(7); Cal. Civ. Code § 54.2.)

- 2.3 Trainees meeting the requirements of section 4.4 below are permitted in District/College buildings. A Trainee shall be on a leash and under the control of the Handler at all times, who may or may not have a disability. If the Trainee begins to show improper behavior, the Handler shall act immediately to correct the animal or shall remove the animal from District/College property.
- 2.4 Therapy Animals and/or Pets are not permitted in District/College facilities and/or on District/College property. Permission may be granted only by the Vice President of Student Services, Vice President of Instruction or the Vice President of Administration for a Therapy Animal or Pet to be in a District/College facility for a specific reason at a specific time (e.g., a pet dog or cat is used as a demonstration tool in a zoology class, speech class, etc.).

### 3.0 Responsibilities of Faculty, Staff, and Students

- 3.1 Faculty, staff, and students shall allow a Service Animal or Trainee meeting the requirements of this Administrative Regulation to accompany their Partner at all times on campus, except where Service Animals are specifically prohibited. (See Section 6.0 below).
- 3.2 Faculty, staff, and students should not pet a Service Animal or Trainee. Petting a Service Animal or Trainee when the animal is working distracts the animal from the task at hand.
- 3.3 Faculty, staff, and students should not feed a Service Animal or Trainee. The Service Animal or Trainee may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
- 3.4 Faculty, staff, and students shall not deliberately startle a Service Animal or Trainee.
- 3.5 Faculty, staff, and students shall not separate or attempt to separate a Partner/Handler from his or her Service Animal or Trainee.

### 4.0 Requirements of Service Animals and Their Partner/Handler

- 4.1 Vaccinations: The Service Animal or Trainee must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, including but not limited to vaccinations against rabies, distemper, and parvovirus. All vaccinations must be current.
- 4.2 Licensing: All Service Animals and Trainees shall be appropriately licensed. The City of Sacramento and County of Sacramento ordinances (Sacramento City Code, §9.44.490; Sacramento County Ordinance 8.24.010), following state law require all dogs be licensed by the time they reach 4 months of age. Guide dogs, hearing dogs, dogs serving mobility-impaired persons, Trainees, and other Service Animals may receive the license at no cost. (Sacramento City Code, § 9.44.510; Sacramento County Ordinance § 8.2.4.030).
- 4.3 Health: All Service Animals and Trainees must be in good health, displaying no

skin, eye, ear, or nose irritation, infection, or discharge, unless the animal has a release from a veterinarian showing the animal free of any health risk to the public. The animal must be free of fleas and external parasites.

- 4.4 **Leash and Control:** All Service Animals and Trainees must be on a leash at all times unless the service the Service Animal or Trainee performs requires them to be off leash or the Partner's disability prevents the use of these devices. Where the Service Animal or Trainee is off leash, the Partner/Handler must maintain control of the animal through voice, signal or other effective controls. The Partner/Handler must be in control of the animal at all times. The care and supervision of a Service Animal or Trainee is solely the responsibility of its Partner/Handler. The Partner/Handler is also liable for any damages done to the premises or facilities by his or her Service Animal or Trainee. (Cal. Civ. Code, § 54.2.)
  - 4.5 **Cleanup:** The Partner/Handler must clean up after the animal defecates. The Partner/Handler must always carry equipment sufficient to clean up the animal's feces whenever the animal and Partner/Handler are on District/College property.
  - 4.6 **Service Animal Registration:** A Partner/Handler who is a District disabled student who wishes to bring a Service Animal onto the campus is requested, but not required, to register his/her animal with the Vice President of Student Services or Vice President of Administration or designee. Employees and other Partners/Handlers who wish to bring Service Animals onto the campus are requested, but not required, to register their animals with the Vice President of Student Services or the Vice President of Administration. Visitors with Service Animals are requested, but not required, to check in with the Vice President of Student Services or the Vice President of Administration.
  - 4.7 **Trainee Registration:** A Partner/Handler who is a District disabled student who wishes to bring a Trainee onto the campus must register his/her animal with the Vice President of Student Services or Vice President of Administration or designee. Employees and other Partners/Handlers who wish to bring Trainees onto the campus must register their animals with the Vice President of Student Services or the Vice President of Administration. Visitors with Trainees must check in with the Vice President of Student Services or the Vice President of Administration.
- 5.0 When a Partner/Handler Can Be Asked to Remove a Service Animal/Trainee from District/College Property
- 5.1 **Disruption:** The Partner/Handler of an animal that is unruly or disruptive (e.g., barking other than warning or protection, running around, bringing attention to itself) may be asked to remove the animal from District/College property. If the improper behavior happens repeatedly, the Partner/Handler may be told not to bring the animal onto District/College property until the Partner/Handler takes significant steps to mitigate the behavior. Mitigation can include, but is not limited to, muzzling a barking animal, refresher training for both the animal and the Partner/Handler, or providing proof of additional certified training from a state

licensed facility.

- 5.2 Health: Service Animals or Trainees that are ill should not be taken into public areas. A Partner/Handler with an ill animal may be asked to leave District/College property.
- 5.3 Uncleanliness: Partners/Handlers with animals that are unclean, noisome and/or bedraggled may be asked to leave District/College property. An animal that becomes wet or muddy, but is otherwise clean, should be considered a clean animal. Animals that shed in the spring sometimes may look bedraggled. If the animal in question is well groomed, consider the animal tidy even though its spring coat is uneven and messy-appearing or it has become wet from weather or weather-related incidents.
- 5.4 Dangerous: Any Service Animal or Trainee that is declared a “potentially dangerous dog” by a Vice President of Student Services, Vice President of Instruction, Vice President of Administration or campus public safety officer may be excluded from the District/College property.
- 5.5 Requests to a Partner/Handler to remove a Service Animal or Trainee from District/College property should be made by a Vice President of Student Services, Vice President of Instruction, Vice President of Administration or campus public safety officer. When a Service Animal or Trainee disrupts a classroom, faculty may ask the Partner/Handler to remove the Service Animal from the class for up to two (2) sessions pursuant to [P-2441](#) and [R-2441](#).

## 6.0 Areas Off Limits to Service Animals

- 6.1 Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, equipment rooms, electric closets, elevator control rooms, and custodial closets are off-limits to Service Animals and Trainees. The machinery and/or chemicals in these rooms may be harmful.
- 6.2 Areas Where Protective Gear is Necessary: Any room where protective gear is worn is off-limits to Service Animals and Trainees. Examples impacting students include the foundry, glass laboratory, wood and metal shops, photographic lab, and chemistry or biology labs.
- 6.3 Areas Where There is a Danger to the Service Animal or Trainee: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to all Service Animals and Trainees.

### 6.3.1 Exceptions

- 6.3.1.1 The Vice President of Instruction, in consultation with the faculty member, may authorize opening a laboratory to Service Animals and Trainees.

6.3.1.2 A faculty member in a classroom or laboratory with moving equipment may grant permission to an individual Service Animal or Trainee and Partner/Handler Team to enter the research laboratory, classroom, or teaching laboratory with moving machinery. Admission for each Team will be granted or denied on a case-by-case basis. The final decision shall be made based on the nature of machinery and the best interest of the Service Animal and Trainee. Example: The machinery in a classroom may have moving parts at a height such that the tail of a large dog could easily be caught in it; which is a valid reason for keeping large dogs out. However, a very small hearing dog may be shorter than any moving part and, therefore, considered for admission to the classroom.

6.3.1.3 Access to other designated off-limits areas may be granted on a case-by-case basis by a Vice President of Instruction, Vice President of Student Services or a Vice President of Administration.

6.3.1.3.1 To be granted an Exception: A student Partner/Handler who wants his or her Service Animal or Trainee to be granted admission to an off-limits area should contact the Vice President of Student Services. Any non-student Partner/Handler, including an employee, who wants his or her Service Animal or Trainee to be granted admission to an off-limits area should contact the Vice President of Instruction, Vice President of Student Services or the Vice President of Administration for a disability accommodation form. The Partner/Handler should take the form to the appropriate Dean, Division Chair, or faculty member for his/her signature. This form will remain in the student's file in DSPS or on file with the Vice President of Student Services, as appropriate, for the current semester only.

6.3.1.3.2 The District will work with a Partner/Handler whose Service Animal or Trainee has been excluded for an off-limits area to otherwise reasonably accommodate the Partner/Handler's needs.

## 7.0 Evaluation Procedures

7.1 The College's Vice President of Student Services, Vice President of Instruction or Vice President of Administration or designee must determine whether the Service Animal meets the definitions of a Service Animal. Where the service performed is not obvious, the Vice President of Student Services, Vice President of Instruction or Vice President of Administration may inquire whether the Service Animal is required by the individual because of his/her disability(ies) and what tasks or

services the animal can perform. If the animal cannot perform the identified task or service, the District/College may exclude the animal from its facilities and campuses.

- 7.2 The District/College shall analyze whether the presence of the Service Animal would actually have a significant effect upon the service, program, or activity involved. If the District/College determines that the use of the Service Animal causes a fundamental alteration in District/College services, programs, or activities, the District/College may exclude the animal from its facilities and campuses. (28 C.F.R. § 130 (b)(7).) This determination must be made in writing.
- 7.3 The District/College shall determine whether the presence of a particular Service Animal or Trainee poses a significant risk to the health or safety of other persons that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In doing so the District/College must make an individualized assessment based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence to determine the probability that the potential injury will actually occur. If the District/College determines that the presence of the Service Animal or Trainee does pose a direct threat to the health or safety of persons participating in District/College service, programs, or activities, the District/College may exclude the animal from its facilities and campuses. (28 C.F.R. § 36.208.)
- 7.4 If the District/College determines that the use of a particular Service Animal will not be permitted, the Vice President of Instruction, Vice President of Student Services or the Vice President of Administration will take the following steps to ensure that the individual with a disability is not discriminated against on the basis of that disability:
- 7.4.1 Determine whether alternative modifications to District/College policies, practices, or procedures can be made to permit the individual to participate in District/College services, programs, or activities.
- 7.4.2 Determine whether academic adjustments or auxiliary aids may be used by a student with a disability to permit his/her participation in District/College services, programs, or activities.
- 7.5 An individual with a disability who is denied the use of a Service Animal may appeal to the President of the campus or the Vice Chancellor of Education and Technology.

## 8.0 Grievances

- 8.1 Anyone dissatisfied with a decision made concerning a Service Animal should refer to the Discrimination Complaint Procedures ([P-9152/R-9152](#)).

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