

SOP Title:	Service Animal Procedure
SOP Owner:	Disability Services
Council:	Leadership Team
Initial Approval Date:	2/4/2019

1. Purpose

To educate employees regarding the policies and procedures for service animals on campus property.

SWTC acknowledges its responsibility to permit students and visitors with disabilities to be accompanied by a service animal on campus as required by the Americans with Disabilities Act (ADA).

SWTC also acknowledges that in certain cases, it may be a reasonable accommodation to allow an individual with a disability to have a service animal at work. All employee requests for service animals should be directed to the Chief Human Resource Officer.

Finally, SWTC acknowledges that in certain cases, it is the responsibility of SWTC to permit a service animal trainer to bring a service animal in training to areas on campus open to public access.

2. Scope

This procedure addresses the use of service animals on campus, in classrooms, on SWTC property, Foundation property, and Real Estate Foundation property by students and visitors.

This procedure also address the circumstances by which a service animal trainer may bring a service animal in training to areas on campus open to public access.

3. Definitions

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include 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.

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The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Animals needed for emotional support are permitted only in accordance with SWTC's policy on Assistance Animals in REF-Owned Student Housing.

The ADA has also defined a miniature horse as an entity that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. If an individual with a disability seeks to use a miniature horse to do work or perform tasks for the individual, the School shall refer to the ADA to determine whether modifications to policies, practices, or procedures can be made to allow the use of a miniature horse.

Service animals in training are not covered by the ADA. However, Wis. Stat. § 106.52, provides that public places of accommodation must allow a service animal trainer to be accompanied by a service animal in training in areas open to public access.

4. Responsibilities

The **Office of Disability Services** will coordinate service animal requests from students who register through the Disability Services office.

The **Office of Facilities, Safety, and Security** will coordinate and approve service animals in training on campus.

The **Chief Human Resource Officer** will coordinate service animal requests from employees.

Violations of the service animal policy will be investigated by the **Office of Facilities, Safety, and Security** (students and visitors).

5. Procedure

Individuals with Disabilities

1. Permitted Inquiries.

The ADA does not allow SWTC to ask about the nature or extent of a person's disability or require documentation, such as proof that the animal has been certified, trained or licensed as a service animal, as a condition of access to campus.

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However, if an individual’s disability is not readily apparent, SWTC may make two inquiries to determine whether a animal qualifies as a service animal:

1. Is the a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

2. Rules for Service Animals

While service animals must be allowed on campus, a service animal must be under the control of its handler (individual with disability or another individual) at all times. The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control.

SWTC is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal’s need to relieve itself. The service animal’s handler is required to clean up after and properly dispose of the animal’s waste in a safe and sanitary manner in an outside receptical.

Service animals must meet all local health requirements, including vaccinations and licensing requirements imposed by state and local law.

The Office of Facilities, Safety, and Security (students and visitors), and Chief Human Resource Officer (employees) or their designee can ask for the removal of any service animal if any one of the following circumstances occurs:

1. The animal is out of control and the animal’s handler does not take effective action to control it;
2. The animal is not housebroken;
3. The animal’s presence would "fundamentally alter" the nature of the service, program, or activity; or
4. The animal poses a direct threat to the health or safety of others.

Once the service animal has been removed, the person may re-enter the SWTC campus. Service Animal Policies and Procedures will be located in the student handbooks and on the Hub.

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Service Animal Trainers

Service animals in training must be wearing a harness or leash and a special cape. A service animal trainer may be required to produce a certification or other credential issued by a school for training service animals that the animal is being trained to be a service animal. Service animals in training are allowed in areas open to public access and are subject to the same rules as Service Animals set forth above.

6. *References*

Americans with Disabilities Act (ADA), section 106.52, Wis. Stat.

7. *Related Documents*

Southwest Wisconsin Technical College Policy: Service Animals on Campus

Document Revisions

Explanation of Change:	Contact:	Date:
Updated staffing changes/responsibilities	Chris Bowers	6/12/19