

# Service Animals

Standard Administrative Procedure

6.0102.01

Board Policy Reference: [FAB](#), [Equal Educational Opportunity: Service Animals FAB\(LEGAL\)](#)

Approved (03-27-2024)

Revised (03-27-2024)

Next Scheduled Review (03-27-2029)



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## Purpose Statement

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In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and other applicable federal and state law, the College may be required to accommodate an otherwise qualified individual with a disability by making a reasonable modification in its services, programs, or activities. This Standard Administrative Procedure provides guidance governing the use of service animals and other animals on campus.

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## Definitions (If applicable)

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**Service Animals** – A dog that is individually trained to do work or perform tasks for a person with a disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship does not constitute work or task for the purposes of defining a service animal.

**Emotional Support Animals** – Any animals that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability, as defined by the ADA.

**Individual with a Disability** – a person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

**Pets** – any animal that is not an emotional support animal or a service animal.

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## Procedure

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### 1. ANIMALS ON CAMPUS

Individuals are not permitted to bring pets or emotional support animals inside college buildings. This applies to students, employees, visitors, and other participants in services, programs or activities. There are occasions when a student or employee may need to bring an animal onto campus for the purpose of meeting an educational objective. Such requests should be made to the respective Dean or Associate Vice President prior to the animal being allowed onto campus. Subject to the rules set forth below, service animals are

permitted in any area of campus where employees or students are permitted, with a few exceptions for health and safety reasons (i.e., areas that must adhere to certain required sanitation rules).

## 2. PROCEDURES REGARDING SERVICE SUPPORT ANIMALS

### 2.1 Responsibilities of the Service Animal Owner/Handler

#### 2.1.1 Registration

##### **Service Animals**

Students and employees are strongly encouraged to notify Counseling and Disability Services (students) or the Office of Human Resources (employees) if they intend to use a service animal on campus so that appropriate College officials are aware of the animal's presence and to assist with the service animal's access to areas within the College's campus. Logistic or physical accommodations within campus buildings or classrooms may be necessary to ensure that a service animal has the space necessary to assist its handler. In addition, there are other disability related academic accommodations a student handler may be eligible to request to ensure full access to the learning experience. Visitors with service animals are not required to register their animals.

#### 2.1.2 Care and Supervision

The care and supervision of a service animal is the responsibility of the animal's owner and/or handler. The handler must ensure the animal is in good health and has been inoculated and licensed in accordance with local regulations with the burden of proving licensure and inoculation on the person with a disability. Dogs must wear a rabies tag at all times.

The service animal must be under the control of the handler at all times and may not be left alone. A service animal must be restrained by a leash that does not exceed six (6) feet in length or other appropriate device dependent on the animal (i.e., carriers or cages). In situations where a leash or other appropriate device interferes with a service animal's ability to perform its task or service, the service animal must remain under the control of the handler at all times.

The handler must ensure the animal is "housebroken" and trained. The handler must clean up and remove all animal waste created by the animal both inside campus buildings and outdoor campus property.

The service animal may not disrupt the operation of the College or any class. Disruptions include but are not limited to: barking, growling, pacing/constant motion, foul odor, pawing and or sniffing of others. It is the assumption of the College that all service animals on campus are "working" animals and therefore, should not be treated as a pet. There should be no petting by others and no handling by others.

The owner and handler of the service animal is responsible for any damage of personal or college property or any injuries to an individual caused by the service animal.

### 2.2 Responsibilities of the College Community

##### **Service Animals**

If the need for a service animal is obvious, College officials may not question the presence of the animal on campus. If the need for a service animal is not obvious, College officials are permitted to ask the handler two questions:

- Is the animal required because of a disability?
- What work or task(s) has the animal been individually trained to perform?

At no time may a college official require a service animal to demonstrate the tasks for which they have been trained nor may they inquire as to the nature of the individual's disability.

If another person on campus has a covered disability under the ADA and it includes an allergic reaction to animals and that person has contact with a service animal, a request for accommodation should be made by the individual to the Director of Human Resources (if an employee) or the Counselor and Disability Services (if a student). All facts surrounding the concern will be considered in an effort to resolve the concern and provide reasonable accommodation for both individuals.

### 2.3 Removal of Service Animals

The College has the authority to remove a service animal from its facilities or properties if the animal becomes unruly or disruptive, unclean and/or unhealthy, and to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the College's services, programs, or activities. All cases for removal shall be decided on a case-by-case basis based on that specific situation. In appropriate situations, the College will use a progressive model beginning with a warning for a first offense and removal (either temporarily or permanently) for additional offenses. However, depending on the severity of the situation, the first offense could result in a temporary or permanent removal.

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## Related Statutes, Policies, or Requirements

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FAB - Equal Educational Opportunity: Service Animals FAB(LEGAL)

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## Contact Offices

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