

<b>Animals on Campus</b>	Procedure Number	5.6P
	Effective Date	TEO thru 9/11/21

**1.0 PURPOSE**

In accordance with Board of Trustees Policy 5.6, Animals on Campus, for the safety of the college community and the animals themselves, animals are not allowed on LCCC property except under very specific situations. Thus, the purpose of this procedure is to set the expectations regarding animals on LCCC property and to establish the protocols and processes for ensuring compliance with the Board’s policy and approval of exceptions.

**2.0 REVISION HISTORY**

Adopted on: TBD

**3.0 PERSONS AFFECTED**

LCCC students, employees, volunteers, and community members visiting the LCCC campus are affected by this procedure.

**4.0 DEFINITIONS**

- A. *LCCC Property* – Includes any property that is owned, leased, or otherwise managed by Laramie County Community College for the delivery of programming, services, or functions in alignment with the institution’s mission. This includes, but is not limited to, external grounds, buildings, vehicles, or other spaces owned/operated by LCCC.
- B. *Service Animals* – According to the Americans with Disabilities Act (ADA), a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.” The term service animal shall be the same definition as used for the ADA, its regulations and case law interpreting the ADA.
- C. *Support Animals* – Or Emotional Support Animal is an animal that provides a therapeutic benefit to its owner through companionship. The animal is not trained to perform specific tasks, and does not necessarily assist a person with a “disability” as that term is used in the ADA. Instead the animal provides emotional support and comfort to an individual.

**5.0 PROCEDURES**

Animals are allowed on LCCC property under the following conditions:

- A. SERVICE ANIMALS

- 1) A service animal is not a pet. A service animal is permitted anywhere on LCCC property that the individual the animal serves is permitted. The animal shall always be accompanied by the individual with a disability the animal is serving, or by a third party assisting the individual with a disability. The service animal must be effectively controlled by the person it is serving or by a third party assisting the individual with a disability. This includes, for example, control of noise, aggressive behaviors and unwanted movement of the animals. A service animal that is not under control or is not housebroken may be prohibited from campus if the person it serves, or a third party assisting the individual with a disability, cannot address these issues. The service animal must have all vaccinations required by Wyoming law and by county ordinance.
- 2) When seeing a person with an animal on campus for the first time, the person may be asked if the animal is a service animal or emotional support animal. If the answer is 'no' further inquiry should be conducted, which may result in the request to remove the animal from LCCC property. The individual will be helped in seeking the appropriate College authorization to have an animal on LCCC property. Such authorization can be granted by Disability Support Services for students, and by Human Resources for employees and visitors. Further questions or concerns should be directed the Disability Support Services Office or Human Resources.
- 3) Employees seeking authorization to have a service animal on LCCC property must have discussed the need for such a workplace accommodation with Human Resources before bringing the animal on LCCC property. A request for a service animal will be handled as would any other request for a workplace accommodation for a disability.

## B. SUPPORT ANIMALS

- 1) Generally, pets or animals that are not service animals under the ADA are not permitted in LCCC buildings. Students seeking authorization to bring an animal on campus for emotional support reasons are encouraged to discuss this with the Disability Support Services Office to see if the animal can qualify as a service animal. Employees seeking authorization to have an emotional support animal that is not a service animal on LCCC property must be granted such authorization from Human Resources before bringing the animal on LCCC property. An employee request for an emotional support animal will be handled as would any other request for a workplace accommodation for a disability. The animal must have all vaccinations required by Wyoming law and by county ordinance.
- 2) Pets are not allowed in Residence Living Areas. Animals that are not service animals, but are emotional support animals may be allowed in Residence Living Areas. In order for a student to have an emotional support animal, the Disability Support Services Office must be apprised by the student of the disability or health condition the animal is intended to assist with and the recommendation from a health care provider for the use of the animal to assist with the disability or health condition. The request will be evaluated by the Disability Support Service Office considering the requirements of federal and state laws; and Residential Living & Learning. An emotional support animal, like a service animal must be effectively controlled by the person it is assisting or by a third party assisting the individual with a disability. This includes, for example, control of noise, aggressive behaviors and unwanted movement of the animals. The service animal must also not regularly defecate or urinate in places not appropriate for such bodily functions. An animal that is not under control or is not housebroken may be prohibited from campus if the person it serves, or a third party assisting the individual with a disability, cannot address these issues. The animal must have all vaccinations required by Wyoming law

and by county ordinance and such documentation must be on file at the College.

C. ANIMALS FOR INSTRUCTIONAL AND/OR EXTRA CURRICULAR PURPOSES

- 1) Animals or insects may be used on campus for instructional purposes in academic programs (Agriculture, Equine, Biology, etc.), Athletics (Intercollegiate Rodeo), Outreach and Workforce Development (puppy class) and extra-curricular or co-curricular activities (Ranch horse team, Livestock judging team, Equestrian show team, etc.), or on a volunteer basis for student needs (therapy animals).
- 2) Study and Care of Live Animals - Any LCCC program which cares for or uses animals for study shall ensure that each animal in the program be afforded the following:
  - a. Appropriate quarters;
  - b. Sufficient space for the normal behavior and postural requirement of the species;
  - c. Proper ventilation, lighting, and temperature control;
  - d. Adequate food and clean drinking water; and
  - e. Quarters which shall be cleaned on a regular basis and located in an area where undue stress and disturbance are minimized
- 3) Only designated employees or those students designated by LCCC are to handle the animals.
- 4) It shall be the responsibility of the School Dean or his/her designee; Athletic Director or his/her designee to develop a plan of care for those animals housed at LCCC in the event of an emergency school closing or in the event animals remain on campus on days when school is not in session.
- 5) Instruction in the Humane Treatment of Animals - Students using animals for instructional purposes must receive instruction in the humane treatment and protection of animals and the importance of the part they play in the economy of nature as well as the necessity of controlling the proliferation of animals that are subsequently abandoned and caused to suffer extreme cruelty.
- 6) Additional Health and Safety Concerns - If live animals are to be used for instructional purposes, guidance should be provided to appropriate staff and students for their well-being and safety. Precautions should be taken to eliminate or avoid allergic reactions, animal bites or other injuries to staff and students, while permitting the use of only healthy and properly inoculated animals.
- 7) Occasionally, therapy animals may be requested for student needs as deemed necessary by the counseling and wellness office and approved by Human Resources and Risk Management through submission of the Volunteer Release and Waiver of Liability Form.
  - a. Therapy animals used on the LCCC campus must be certified by a recognized by an organization carrying insurance (i.e. Alliance of Therapy Dogs). Current proof of insurance must be on file in the Administration and Finance Office before animals are brought to campus.
  - b. Employees requesting the use of therapy animals on the LCCC campus must complete the LCCC Volunteer Form found on the Human Resources virtual office.
- 8) Research using animals or insects.

- a. For areas that are considering research studies on animals in collaboration with a research university, they should communicate with its Institutional Animal Care and Use Committee (IACUC). Areas may also refer to commonly accepted guidelines for humane treatment of animals such as those listed below:  
 Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals  
<https://olaw.nih.gov/policies-laws/phs-policy.htm>  
 U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training  
<https://olaw.nih.gov/policies-laws/gov-principles.htm>  
 IACUC Guidebook  
<https://olaw.nih.gov/sites/default/files/GuideBook.pdf>
- b. When animals are being used in study protocols, standards for animal care and use must be met. For studies requiring IACUC approval researchers should contact Sponsored Awards and Compliance for guidance.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Tammy Maas, Human Resources Executive Director	5/4/21
Approval by President's Cabinet		5/4/21
Ratified by College Council		
Approval by President (Signature)		