Guidelines for Service Animals and Their Partners/Handlers

1. **Registration:** Contact the Disability Access office and complete the registration process. This process includes providing professional documentation of a disability and nature of service provided by the animal.

2. **Owner ID:** The animal must wear an identification tag and an owner identification tag (owner name and contact information) any time the animal is on campus.

3. **Responsibility:** The care and supervision of the animal is solely the responsibility of its handler/partner. The handler/partner is responsible for the service animal at all times including times when the animal is being managed by an alternate handler/partner. Handlers/partners of a service animal shall be liable for any and all costs resulting when a service animal causes damage to any DSC facility or injury to any person. In the case of any incident involving injury to a person by a service animal, the handler or Partner shall make an immediate report to the DSC Public Safety Department so that the incident can be properly investigated and documented. An exception to this standard would be in the case of an emergency involving the partner/handler. If an emergency occurs all efforts should be made to keep the service animal with its handler. In a case where this is not possible, a pre-designated alternate handler, a member of public safety, or the Disability Access office staff may take control of the animal until which time it can be reunited with its handler.

4. **Leash:** The animal must be leashed and under close and direct physical control of the handler/partner at all times the animal is on campus facilities. Handlers and Partners are also prohibited from transferring such control to another person (except a designated alternate) even momentarily, requesting the assistance of other persons in supervising or controlling their service animal or otherwise leaving the presence of their service animal for any period of time while on DSC campuses. Any Handler or Partner seeking an exception from the requirements must request an appropriate exception as provided in this policy.

5. **Behavior:** Handlers/partners are required to immediately remove a service animal that is unruly or disruptive (biting or attempting to bite, barking, running around, jumping at or on people or other excessive physical activity) or may be directed to do so by a faculty or staff member of by any member of the DSC Public Safety Department. Any service animal may be removed from campus temporarily or excluded from campus permanently if the animal is unruly and disruptive, in ill health, or habitually unclean. The decision to exclude a service animal from campus will be made by the Public Safety Director or officer if the animal is deemed an immediate threat to the health and safety of others, or jointly by the Public Safety Director and the Disability Access office personnel after hearing information from all parties involved if the situation is not an emergency.

6. **Housebroken:** Handlers/partners must ensure that their service animal is housebroken. Any service animal that is not will be excluded from DSC campuses. In the event of an isolated incident, the handler/partner is responsible for immediately cleaning up and disposing of bodily fluids or solid wastes whether indoors or outdoors.

7. **Cleanup:** The handler/partner is responsible for cleaning up all liquid and solid animal waste unless the partner/handler is physically unable to perform the cleanup. The handler/partner should have appropriate cleanup materials and disposal bags available at
all times. Used cleanup materials should be disposed of by tying securely in a plastic bag and depositing in an outdoor waste container. When necessary, the handler/partner must immediately contact Plant Operations so that further cleanup, disinfecting and deodorizing can be performed. Regarding any handler/partner who is physically unable to perform the necessary cleanup, it is the responsibility of such handler/partner to have previously made satisfactory arrangements for a third party to perform all actions required by this paragraph. All costs for additional cleanup or repairs will be the responsibility of the handler/partner.

8. **Health**: A handler/partner shall not bring a service animal that is ill to any DSC facilities and must remove the service animal immediately if it becomes ill. A handler/partner with a service animal that appears to be ill may be asked to remove the service animal from the facilities by faculty or staff or DSC Public Safety. Service animals must be clean and well groomed. Any handler/partner with a service animal that is not clean (flea-infested, foul smelling, or inadequately groomed) may be asked to leave any DSC facility until such condition is corrected.

9. **Reporting of incidents**: In the event of any incident involving property damage or bodily injury by the service animal, the handler/partner is required to submit a written report to DSC Public Safety and the Disability Access office within 24 hours detailing the events of the incident and identifying any other persons involved in the incident or witnessing the incident.

10. **Documentation required for animal**: The owner/handler must provide the documentation of the following:

    **Vaccination**: The animal must have current immunization against diseases, including rabies, distemper and parvovirus. Dogs must wear a rabies vaccination tag.

    **Health**: The animal must be in good health. Animals to reside in Dalton State’s Residential Life must provide an annual clean bill of health from a licensed veterinarian.

By signing below, I agree to the guidelines above and understand that violation of any of the above may affect the ability to have my service animal on Dalton State’s campus.

Student/Handler_________________________________   Date_______________

Disability Access_________________________________   Date_______________