

## Americans with Disabilities Act: Employees & Job Applicants

### Appendix C Processes and Requirements-Service Animals

An employee requesting use of a service animal must provide documentation that establishes the employee has an impairment that warrants the use of a service animal as defined below. Service animals are subject to local animal licensing and registration requirements and must be current on the appropriate vaccination series for the type of animal. Human Resources will notify KCPD when accommodations are granted for a service animal.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

The College will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Other requirements which apply to service animals shall also apply to miniature horses. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the College will consider:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Kilgore College permits service animals to accompany employees with disabilities in all areas where non-disabled employees would ordinarily have access. A person who uses a service animal is responsible for any damages caused by the animal. A service animal must be under the control of its handler. Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

An employee cannot be asked to remove his or her service animal from College property unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken.

Other employees or students of the College with medical condition(s) that are affected by animals including, but not limited to, respiratory diseases, asthma, or severe allergies should contact the Human Resources Office if they have a concern about exposure to a service animal. The employee or student will be asked to provide medical documentation that identifies the condition(s), and will allow determination to be made as to whether an accommodation is necessary. When a person who has a medical condition that is affected by animals and an employee who uses a service animal must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.