

USF System     USF     USFSP     USFSM

**Number:** 6-004 SP  
**Title:** Animals on USFSP Campus  
**Responsible Office:** Administration & Financial Services

**Date of Origin:** 11-5-10

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## I. INTRODUCTION

The purpose of this Policy is to set forth USF St. Petersburg's (USFSP) Policy and procedures with respect to the admittance and use of animals on its campus. The Policy applies to any Handler/Responsible Party participating in USFSP's programs or activities or who is on USFSP's campus, including USFSP housing. To the extent this USFSP Policy provides for additional access for animals that is not provided by the [USF System Policy 6-033: Animals on Campus](#), the additional access is limited to USFSP campus only. This Policy includes students, employees and third parties. For USF System Policy on all animals, refer to the following link: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-033.pdf>.

## II. STATEMENT OF POLICY

- A. All animals brought onto USFSP property must be under physical restraint. The animals must be under the complete control of and physically restrained by the owner/responsible party who is also responsible for ensuring the animal is safe and healthy. Service Animals, Service Animals in Training, Emotional Support Animals, Assistance Animals, and Therapy Animals are permitted on USFSP property so long as they are under the complete control of and physically restrained by the Handler/Responsible Party as provided by this Policy.
- B. Law enforcement animals used for law enforcement or investigations are permitted on campus.
- C. Pet animals are to remain only on lawns and walking routes on campus and are not permitted in University patio areas adjacent to swim facilities, in recreational fields or facilities, such as, in dining or residence halls, inside USF System buildings, or at special events, except as provided in Section IV.
- D. USFSP will follow all federal and state laws with regard to accommodations.

### **III. DEFINITIONS**

- A. Academic Offices** – Office of Academic Affairs
- B. Assistance Animals** – As defined by The Fair Housing Act, Assistance Animals are animals that Work, provide assistance, or perform Tasks for the benefit of a person with a disability, or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person’s disability. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed as a reasonable accommodation by the person with the disability.
- C. Director of Facilities/Facilities Offices** – The person who oversees the maintenance and operations of USFSP facilities. The Facilities Offices include maintenance and custodial services and operations.
- D. Emotional Support Animal (ESA)** – an animal whose sole function is to provide emotional support does not qualify as Service Animals under the ADAAA.
- E. Handler/Responsible Party** – the individual who utilizes the Service Animal, is training the animal to be a Service Animal, or who is bringing the animal on to campus for any permitted reason.
- F. Public Place** – Areas on the University campus that are have no restricted access and open to the general public. Classrooms, employee office areas and residence hall require contractual arrangements with access permitted only within the terms of the contracts.
- G. Service Animal** – a dog that is individually trained to do Work or perform Tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals under this definition.
- H. Service Animal in Training (SAIT)** – A dog undergoing training by an approved trainer who is an agent of an organization accepted by USFSP as generally recognized by agencies involved in the rehabilitation of persons who are disabled as reputable and competent to provide training for Service Animals and/or their trainers. The SAIT will be permitted in the same areas of the USFSP campus as Service Animals, however, the SAIT will be required to meet the additional registration and insurance requirements provided in this Policy in sections IV(C) and IV(E) below. USFSP Facilities Offices will make the final determination as to whether a SAIT may be on the USFSP campus. Other species of animals, whether wild or domestic, trained or untrained, are not Service Animals in Training under this definition.

- I. **Therapy Animal** – Therapy Animals are trained and registered by qualified Handlers/Responsible Parties who use the dogs for comfort and companionship and may be permitted on campus if (1) A dog is registered through [Therapy Dogs International](#), [Therapy Dogs Incorporated](#) or [Pet Partners](#) and/or (2) A dog is prescribed by a licensed Mental Health Professional, as a part of an ongoing psychotherapeutic treatment or therapy program, and the individual provides the required specific documentation. Therapy Animals do not assist individuals with a disability to perform the activities of daily living and are not covered by statutes protecting and giving rights to Service Animals.
- J. **Work or Tasks** – Examples of 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 an animal has been trained to provide must be directly related to the person’s disability.

#### **IV. PROCEDURES**

##### **A. Accommodation Requests**

USFSP is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the University community who seek reasonable accommodation for disabilities should contact the Office of Students with Disabilities Services (students), Human Resources (employees).

##### **B. Approved Accommodations on Campus**

USFSP will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether an animal may be on campus and in cases where the request is for an accommodation or permission that is not required by law, USFSP may balance the needs of the individual with the impact of animals on other campus patrons. Where it is not readily apparent that an animal is a Service Animal as defined by the Americans with Disabilities Act Amendment Act (ADAAA), or an Assistance Animal under the Fair Housing Act (FHAct), the USF System may require sufficient information and documentation to enable the Office of Students with Disabilities (SDS) (student requests) or Human Resources (employee requests) to establish eligibility for reasonable accommodations and the animal’s qualification as a Service or Assistance animal under the applicable laws.

##### **C. Registration**

1. Service Animals: The University encourages persons with Service Animals that will be on any area of the campus more than five (5) consecutive or non-consecutive days (within an academic year) to register with the appropriate designated USFSP office. If

Service Animals will be taken into non-Public Places, those Service Animals must be registered by their Handler/Responsible Party as follows:

2. Academic Classrooms or University Employee Offices: Students must register their Service Animals with Student Disability Services and Employees must register their Service Animals with Human Resources.
3. Housing: Any person living in Housing must complete a Housing form for service or Emotional Support Animals
4. Service Animals in Training: The SAIT will be permitted in all Public Places where Service Animals may be; however, if the SAIT is to be on campus in any non-Public Place, the SAIT must be registered with the Facilities Office and be approved by the Director of Facilities to be permitted on campus. The Director of Facilities will share the information with any needed stakeholders as appropriate, including the Academic Offices and the Office of Housing and Residence Life, if pertinent.
5. Therapy Animals: Therapy Animals must comply with all provisions under this section and be approved by the Director of Facilities to be on campus.
6. All Animals: Service Animals, Service Animals in Training, assistance and Therapy Animals must meet the criteria set by the appropriate offices which may include documentation of current applicable immunizations and vaccinations; documentation of a clean bill of health from a licensed veterinarian; and requirements that the animal display valid rabies vaccination tag and state and/or county license or registration. Registration must be complete 30 days prior to occupancy for residential student requests.

#### **D. Behavior and Supervision**

All Service Animals must not be unruly or disruptive, be in ill health or unclean. USFSP may temporarily or permanently exclude a Service Animal at the discretion of the Director of Facilities or University Police

#### **E. Liability and Insurance**

The responsible party shall bear the full costs associated with any injury to persons, or damage to property, and bear full liability for any action of the service, assistance, emotional support, or Therapy Animal.

A SAIT that will be used in a non-Public Place must have appropriate insurance with proof of acceptable liability insurance evidencing that the University of South Florida Board of Trustees, on behalf of University of South Florida St. Petersburg is named as an additional insured.

## **F. Assistance Animals**

Assistance animals must be contained within the private residential area (room, suite, apartment) of the Handler/Responsible Party at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness.

Assistance Animals are not permitted in Public Places, except as noted in this sub-section (F), nor in spaces only available to registered students, employees or other persons with contracts to live in a residence on campus unless they also meet the definition of Service Animal or Service Animal in Training as provided by law.

## **V. RESPONSIBILITIES**

- A.** In parts of the campuses where animals may be permitted, such animals must be kept securely controlled by a harness or leash not to exceed ten (10) feet in length. Animals are not permitted to run at-large on any streets, unimproved lots or premises within the boundaries of USFSP property. Animals should not be tethered and left unattended.
- B.** An animal left unattended in a vehicle or other area is to be reported to the Police Department for appropriate response. A person who leaves an animal unattended may be prosecuted.
- C.** The owner or responsible party, who wishes to bring an animal on campus for a one time display or special circumstance approved by the Director of Facilities or at the request of USFSP, must comply with USFSP and USF System regulations or policies. This approval may require a certificate of insurance and animal health certificates.
- D.** If an animal disrupts the USFSP's educational process, administrative processes, or other campus function, the owner or responsible party must remove the animal immediately. In addition, the owner or responsible party will be held liable for any damage to person or property caused by the animal's presence on the property.
- E.** The person responsible for the animal must clean up all animal waste and dispose of that waste in outdoor trash receptacles. Individuals unable to do so may request specific accommodations. Animal waste is not to be disposed of in indoor trash receptacles.
- F.** Removal of dead or injured animals is the responsibility of the Facilities Offices. Cost associated with such removal will, when possible, be at the owner's expense.
- G.** Wild or feral animals are to be left alone. In the event the wild or feral animals appear to be a threat to human safety or property, the Director of Facilities may take appropriate action.

## **VI. EMERGENCY ACTION**

If an animal on campus is exhibiting dangerous or destructive behavior, or if an animal appears to be stray or abandoned, please notify the appropriate USFSP Law Enforcement Officer (LEO). The LEO will notify the appropriate Agency (Pinellas County Animal Services, Florida Wildlife Control or other appropriate party). If the animal is deemed a threat, the LEO will take appropriate emergency action.

## **VII. COMPLAINTS**

Any complaints regarding the application of this Policy with regard to the ADA or other equitable application of this process may be made to the Office of Diversity and Equal Opportunity.

## **VIII. CONSEQUENCES**

The consequences for violation are as follows:

1. Students in violation of this Policy may be referred to the Office of Students Conduct for disciplinary action in accordance with the [USF System Student Code of Conduct 6.0021](#).
2. Staff violators may be referred to their supervisor. Faculty violators may be referred to their chair or appropriate unit head.
3. Non-University violators may be referred to the University Police. The first violation may result in the issuance of a trespass warning; further violations may result in a charge of trespass.

**Authorized and signed by:**

**Joseph Trubacz, Regional Vice Chancellor for Administrative & Financial Services**

**Sophia Wisniewska PhD., Regional Chancellor**