

# **Policy Regarding Animals on Veterans Watchmaker Initiative Property**

## **PURPOSE**

**This policy provides the rules and regulations concerning animals on VWI property.**

## **DEFINITIONS**

**Veterans Watchmaker Initiative property --- VWI Property**

**Any property owned and/or controlled by VWI.**

## **CONTROLLED SPACE**

**For the purposes of this policy, controlled spaces are defined as any indoor area owned or controlled by VWI and any outdoor area owned or controlled by VWI with limitations on use and access. (e.g. parking lots and surrounding grounds, classrooms, labs clean rooms).**

## **EMOTIONAL COMFORT/SUPPORT ANIMALS**

**An Emotional Comfort/Support Animal is defined as any animal that provides companionship, emotional support, well-being, or comfort that eases one or more indentified symptoms or effects of a disability**

## **HANDLER**

**A person with a disability who is in control of a Service Animal or Emotional Support Comfort/Support Animal, or any other person who is in control of any animal on VWI property.**

## **PET**

**Any animal kept for ordinary use and companionship that is not trained or used as a service animal, emotional support animal comfort/support animal or therapy animal.**

## **SERVICE ANIMAL**

**Service animal is any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of 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 for the purposes of this definition.**

**The work or tasks performed by a Service Animal must be directly related to the individuals' disability.**

**EXAMPLES: Assisting individuals disability, blind or low vision with navigation, alerting individuals that are deaf to sounds, or providing non-violent rescue work, pulling a wheel chair, assisting an individual having a seizure, alerting individuals to the presence of allergens, retrieving item such as medicine or a telephone, helping persons with psychiatric and neurological disabilities. The crime deterrent effects of and the provision of emotional support, well being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.**

**A SERVICE-ANIMAL-IN-TRAINING is NOT considered a service animal under this policy.**

## **APPLICABILITY**

**This policy applies to all persons entering upon VWI property, including:**

**Administrators, instructors, administrative and adjunct and support staff;**

**All students, affiliates, alumni, volunteers, donors, business representatives, contractors and any person or person(s) having legitimate business on VWI property;**

**All visitors to the VWI campus**

**This policy applies to all animals owned or controlled by an individual.**

## **POLICY STATEMENT**

**The Veterans Watchmaker Initiative is committed to assuring equal access for disabled students, faculty, staff and any other persons on VWI campus as well as guest and or visitors to the campus.**

**VWI is committed to maintaining compliance with local, state and federal laws, rules and regulations pertaining to Americans with disabilities Act of 1990, as amended and Section 504 of the Rehabilitation Act of 1973, as amended.**

## **GENERAL PROHIBITION**

**All individuals on VWI campus, including employees, affiliates, volunteers, students, business representatives, contractors and visitors are generally prohibited from bringing animals, including pets, into any buildings or other Controlled Spaces on VWI properties.**

## **SERVICE ANIMALS**

**VWI welcomes the presence of trained Service Animals assisting people with disabilities on the campus of VWI in areas open to the public consistent with the provisions of this policy and applicable law.**

**A Service Animal is generally permitted to be, although there are specific activities and locations on VWI where all animals are not permitted for safety and health and/or other reasons.**

**\*Teaching laboratories (i.e. clean rooms where watch repair instruction labs)**

**\*Mechanical laboratories (i.e. Micro-mechanics lab and polishing room)**

**\* Areas where there is a danger to the Service Animal**

**\*Area where protective clothing and/or goggles are required**

**The director and the class instructor responsible for the restricted area, as appropriate may grant exceptions to restricted areas on a case by case basis.**

**This policy and its requirements are designed to facilitate a process for assuring equal access to persons with disabilities while balancing the health and safety concerns of the VWI community as a whole.**

## **EMOTIONAL COMFORT/SUPPORT ANIMALS**

**A student desiring the use of an Emotional Comfort/Support Animal as a reasonable accommodation must make a formal request to the Director of VWI.**

**VWI will engage as needed in a good faith interactive process with the individual that requests an Emotional Comfort/Support animal as an accommodation for a disability to determine what reasonable accommodations are available to effectively allow the individual to participate in the VWI programs and activities with or without the Emotional Comfort/Support Animal.**

## **GENERAL PROCEDURE**

### **SERVICE ANIMALS**

#### **STUDENTS**

**If it is not apparent that an animal is a Service Animal, a student of VWI may be asked the following:**

- 1. Whether the animal is needed because of a disability;**
- 2. What work or task the animal has been trained to perform to assist the student with his or her disability.**

**A student who refuses to identify the work or task the animal is trained to perform or who identifies the work or task that does not qualify as a Service Animal SHALL NOT be permitted to bring the animal into a controlled space.**

**REMOVAL OR EXCLUSION OF THE ANIMAL DOES NOT EXCLUDE THE STUDENT FROM BEING ON VWI PROPERTY**

**A student that identifies the work or task the animal is trained to perform to assist the student with his or her disability that would permit the animal's presence in a Controlled Space is encouraged to notify the director of VWI.**

## **STUDENTS**

**A student of VWI who has an Emotional Comfort/Support Animal must notify the Director of the school that he or she would like to bring their Emotional Comfort/Support Animal on VWI property while attending classes.**

**Such request shall be documented in writing on a Request for Accommodation form which is available from the Director of VWI or online at the VWI website**

**The director and instructor will engage the student in the interactive process with the goal of determining the students functional limitations imposed by his disability and what accommodations, including his or her request to bring an Emotional Comfort/Support Animal on VWI grounds, are available to reasonably accommodate the student.**

## **VISITORS**

**If it is not apparent that an animal is a service animal, a visitor at VWI may be asked the following:**

- 1. Whether the animal is needed because of a disability;**
- 2. What work or task the animal has been trained to perform to assist the student with his or her disability.**

**A visitor who refuses to identify the work or task the animal is trained to perform or who identifies the work or task that does not qualify as a Service Animal SHALL NOT be permitted to bring the animal into a controlled space.**

## **REMOVAL OR EXCLUSION OF THE ANIMAL DOES NOT EXCLUDE THE VISITOR FROM BEING ON VWI PROPERTY**

**A visitor that identifies the work or task the animal is trained to perform to assist the student with his or her disability that would permit the animal's presence in a Controlled Space is encouraged to notify the director of VWI.**

**The visitor may direct any questions relative to the specific questions may contact the Director directly.**

**A visitor to VWI who is accompanied by a Service Animal may be denied entrance to a specific event or location if the presence interferes with the safe and normal operations of VWI or poses a risk to the Emotional Comfort/Support Animal, Therapy Animals or pets into or upon a controlled Space.**

## **HANDLERS RESPONSIBILITIES**

- **A Service Animal or Emotional Comfort/Support Animal that has been authorized to be on VWI as part of an accommodation plan (approved Emotional Comfort/Support Animal), must be PERSONALLY supervised by the Handler, and the Handler must retain full control of the animal at all times while on property that is owned or controlled by VWI.**
- **Service Animals or approved Emotional Comfort/Support Animals, may NOT be left unattended at any time on property owned or controlled by VWI.**
- **\*Service Animals, or approved Emotional Comfort/Support Animals may not be tied or tethered to any property owned or controlled by VWI, including but not limited to buildings, railings, fences, bike racks, benches, sign posts and trees and may not be allowed to run loose ANYWHERE on VWI property.**
- **The Handler shall ensure that the Service Animal or Emotional Comfort/Support Animal is housebroken.**
- **Service Animals, or Emotional Support/Comfort Animals, must not be allowed to disrupt or interfere with VWI training activities including but not limited to teaching, machining bench work or any other activities that the instructor deems to be disruptive or poses a threat to the health and safety of other students or the Handler fails to maintain control of the animal, the Handler must regain control immediately or remove the animal from VWI property. If the improper behavior continues or happens more than once, the Handle may be prohibited from bring the animal on VWI property.**
- **This shall be determined on a case by case basis. In the event an animal is banned, VWI will engage in a good faith interactive process**

**with the individual to determine if other accommodations will effectively allow the individual to participate in the VWI training programs or activities.**

- **The Handler is responsible for cleaning up any waste created by the animal and for all costs related to damages created by the animal. This includes fees for clean-up and disposal of any animal waste or replacement and repair of VWI or other individuals' assets, including grounds, personal property and improvements.**
- **The Handler must, at all times, maintain DIRECT control of the Service Animal or Emotional Comfort/Support Animal. To the extent possible, the animal must be harnessed, leashed or tethered unless these devices interfere with the animal's work or the individual's disability prevents use of these devices. In that case, the animal must be controlled through voice, signal or other effective controls.**
- **The Handler should have a plan in place for animal care in the event of an emergency.**
- **The Handler shall be responsible for arranging for alternative shelter if the animal has to be removed from VWI property due to disruptive or unsafe behavior or due to unsafe environmental conditions if the handler becomes unable to care for the animal.**
- **All Handlers are responsible for compliance with state and local laws concerning animals (including registration, vaccinations and tags)**

#### **PROCEDURE FOR REMOVAL OF A SERVICE ANIMAL OR EMOTIONAL SUPPORT/COMFORT ANIMAL**

**If a Service Animal is not housebroken, poses an immediate threat to the health and safety of the VWI community, if the Handler fails to maintain direct control over his or her animal, if there is a question or concern about the Handler's ability to control the animal, or, if the case of the Emotional Support/Comfort Animal, the Handler fails to comply with any of the provisions of "HANDLERS RESPONSIBILITIES" the following procedure shall apply:**

#### **STUDENTS**

**\*If there is no immediate health or safety risk to the VWI community or the animal or Handler, the Director of VWI shall be notified. The**

**director shall notify the Handler in writing of his or her violation of this policy.**

**The Handler shall be advised that, if the Handler cannot maintain control over their animal, the animal is not housebroken, or in the case of an Emotional Support/ Comfort Animal, the Handler fails to comply with any of the provisions of the Handlers policy, the “Handler” will be prohibited from bringing the animal back on VWI property.**

**The Director may prohibit the Handler from bringing his or her animal back on VWI property if the Handler cannot maintain control over the animal or the animal is not housebroken, or in the case of an Emotional Support/Comfort/Animal, the Handler fails to comply with any provision of the ‘Handlers’ policy after the Handler has received written notice of such violation, until such time that the handler can show the animal is housebroken, can demonstrate control over the animal, or otherwise demonstrate compliance with the “Handlers” policy.**

**If the Handler is prohibited from bringing his or her animal on VWI property, or until such time as the animal is permitted back on VWI property, the school shall offer such other reasonable accommodations to the handler in an effort to provide the Handler equal access to the VWI campus and to minimize any interruption of the Handlers training.**

**The Handler shall meet with the Director and engage in the interactive process pursuant to section 504 of the Rehabilitation Act of 1973 to determine what other reasonable accommodations may be available to the Handler.**

**If the actions of the animal pose an immediate threat to the health and/or safety of the VWI community, the Handler or the animal, the Director shall be notified immediately and instructor shall advise the Handler that he or she must remove the animal immediately from VWI grounds.**

**The Director shall use his best efforts to contact the Handler within 24 hours and shall advise the Handler that he or she may bring the animal**



**back if they can show that the animal no longer poses a threat to the VWI community**

**The Handler shall meet with the Director and engage in the interactive process pursuant to section 504 of the Rehabilitation Act of 1973 to determine what other reasonable accommodations may be available to the Handler.**

## **SANCTIONS**

**Sanctions will be commensurate with the severity and/or frequency of the violation of this policy and may include dismissal of a student from VWI or banning an animal from VWI grounds.**

**If a Service Animal or an Emotional Comfort/Support Animal, is banned from VWI grounds, the individual with a disability will have the right to engage in an interactive process to determine whether the individual can continue to participate in his or her training with other appropriate accommodations**

**Any animal found unattended in or on VWI property may be impounded by the Director. Owners/handlers of impounded animals will be held responsible for payment of any impounds and/or license fees required to secure the release of their animal.**

**Any Owner/Handler whose animal causes damage to VWI property may be charged for replacement and repair of the campus or other individuals' assets, including grounds, personal property and improvements.**