

APPENDIX A – PROCEDURES

These procedures outline the responsibility and administration in welcoming service animals to the Brandon University campus.

1. The least intrusive approach must be used when determining the need for verification/documentation.
 - 1.1. If the person's disability is known and the need for the service animal is also apparent, additional information about the disability or the need for accommodation (i.e., a blind person with a dog) does not need to be requested.
 - 1.2. If the disability is known, but the accommodation need is not apparent, the request requires only information necessary to evaluate the disability-related need for the accommodation (i.e., a person has mobility impairment and requests an assistance dog).
 - 1.3. When requested, documentation for students or employees with a disability who use a service animal may include the following:
 - Name and credentials of professional, where appropriate;
 - Description of the current functional limitations; and
 - Specific tasks the service animal will perform to meet the accommodation needs of the individual or assist with the functional limitations.
2. **Visitors:** An individual with a disability, who uses a service animal and is a visitor at Brandon University, is welcome to request any specific accommodation related to their needs or the needs of the service animal. If additional information is needed, including information on individual accommodation, a visitor may contact the Human Resources Office or Student Accessibility Office. No registration with the university is required.
3. **Employees:** An employee with a disability who uses a service animal is to register with the Human Resources Office. If necessary, the person may need to establish that the animal meets the service animal definition by providing the appropriate information within a reasonable amount of time.
4. **Students:** A student with a disability who uses a service animal is requested to register with the Student Accessibility Office. If necessary, the person may need to establish that the animal meets the service animal definition by providing the appropriate information within a reasonable amount of time.
5. A service animal may be **excluded** only when any of the following conditions exist:
 - 5.1. The service animal is disruptive and not in the care and control of its owner.
 - 5.2. The presence of the service animal would fundamentally change the nature of the job, program, service or activity.

- 5.3. The service animal's presence, behavior or actions pose an unreasonable or direct threat to property or the health or safety of others. Risk may not be remote or speculative, such as thinking an animal may bite someone or will annoy others. Allergies or fear of animals are generally not sufficient conditions to exclude a service animal.
6. There may be rare cases where a person's allergy or fear may be so severe that the presence of a service animal prevents participation. In such situations, the affected person may also request accommodation with the appropriate office.
7. Every effort will be made to provide reasonable accommodation to both parties.
8. **Requirements of Service Animals and their partners:**
 - 8.1. Local ordinances regarding animals apply to service animals, including requirements for immunization, licensing, noise, at-large animals and dangerous animals. The service animal must wear a license tag and have a current rabies vaccination tag.
 - 8.2. The partner must always be in full control of the animal, including use of a leash/harness, as appropriate for the disability.
 - 8.3. The care and supervision of a service animal is solely the responsibility of its partner.
 - 8.4. The partner is responsible for cleaning up the animal's waste. The partner should always carry equipment and bags sufficient to clean and properly dispose of the animal's waste. Partners who are not physically able to pick up and dispose of waste are responsible for making all necessary arrangements for assistance.
 - 8.5. The partner is responsible for damage caused by the animal; however, the University can only charge for damages if a person without an animal would be charged for the same type of damage.