



SERVICE ANIMAL PROCEDURE (HUM-P043)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 Clarksville-Montgomery County School System (CMCSS) adheres to federal and state laws related to permitting employees with disabilities to be accompanied by a service animal in its facilities and district functions. This procedure addresses the use of service animals by CMCSS employees with disabilities on CMCSS property.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Human Resources Officer
- 2.2 General Counsel

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Service animals are defined as dogs that are individually trained to do work or perform tasks with disabilities. Service animals are working animals, not pets.
- 4.2 Work or tasks – must be directly related to the handler's disability. Work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation or other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, or assisting an individual during a seizure. The provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purpose of this definition.

5.0 PROCEDURE:

- 5.1 All requests for the use of a service animal by a CMCSS employee must be made in writing by submitting a Service Animal Request Form (HUM-F103) to the Chief Human Resources Officer, or her/his designee. HUM-F103 is available upon request from the Human Resources Department. The request must be delivered to the CHRO or designee at least 10 business days prior to bringing the service animal to work, and the completed request must include any required documentation.
- 5.2 Upon receipt of a request, the CHRO or her/his designee will process pursuant to the District's Accommodations Procedure (HUM-P042). If the request for use of service animal is approved, the CHRO or her/his designee will maintain the request and forward a copy of it to the location where the service animal will be working.

6.0 REQUIREMENTS:

- 6.1 The service animal must be required for the individual with a disability and trained to perform work or complete task(s) related to the disability of the individual.
- 6.2 Owners of service animals must provide a health statement indicating the service animal is free of disease and annual proof of vaccinations from a licensed veterinarian, dated within the past year. Owners must provide annual proof of the following vaccinations:



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DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvo, Corona); Bordetella; and Rabies.

6.3 All services animals must be:

6.3.1 Spayed or neutered;

6.3.2 Treated for, and kept free of, fleas, ticks and other parasites;

6.3.3 Kept clean and groomed to reduce shedding and dander;

6.3.4 Housebroken; and

6.3.5 If required, meet city and/or county licensing requirements and wear license tags.

6.4 Service animals must be kept under control by use of a harness, leash, or other tether, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the service animal through voice, signal, or other effective controls.

6.5 Employees are expected to care for and supervise their service animal. CMCSS is not responsible for the care or supervision of a service animal, including, but not limited to, responding to the animal's need to relieve itself.

7.0 REMOVAL OF SERVICE ANIMAL:

7.1 A school/department administrator may ask an employee to remove a service animal from a CMCSS facility or CMCSS event if any one of the following circumstances occur:

7.1.1 The animal is out of control and the animal's handler does not take effective action to control it;

7.1.2 The animal is not housebroken; or

7.1.3 The animal's presence would fundamentally alter the nature of the service, program, or activity.

8.0 ASSOCIATED DOCUMENTS:

8.1 [HUM-F103](#) Service Animal Request Form

8.2 [HUM-P042](#) CMCSS Accommodations Procedure

8.3 [HUM-F067](#) ADA Accommodation Medical Certification

9.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Service Animal Request Form	Personnel File	Indefinite	N/A	Secure Building



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10.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/1/18		Initial Release
8/8/19	A	2.2, replaced HR Legal Counsel with General Counsel.

*****End of Procedure*****