



ADMINISTRATIVE PROCEDURES

| | | |
|---|------------------------|-----------------------------|
| SECTION: General Administration | | POLICY #: 525 |
| TITLE: Animals in Marion County Owned or Leased Facilities | | PROCEDURE #: 525-A |
| DEPT: Business Services | | DIVISION: Facilities |
| EFFECTIVE DATE: 03/16 | REVIEWED: 03/17 | REVISED: |

OBJECTIVE: To establish a procedure for allowing service animals and working animals in county owned or leased facilities.

REFERENCE: Policy 525

POLICY STATEMENT: These procedures are adopted to implement Marion County Administrative Policy 525, Animals in Marion County Owned or Leased Facilities, and outline exceptions for authorized service or working animals only. The Business Services Director may revise these procedures as necessary and consistent with the policy. These procedures do not apply to county owned or leased residential facilities where the county is a housing provider under the Fair Housing Act (FHA). The county will comply with the ADA and the FHA in those circumstances.

APPLICABILITY: All county departments, employees, volunteers and vendors

PROCEDURES:

1. Employees, volunteers and vendors requesting the presence of a service animal in the workplace shall submit the attached Request for Exception form to the Business Services Department for review and approval by the Business Services Director.
 - 1.1. Employees requiring the presence of a service animal in the workplace must first request an accommodation under the Americans with Disabilities Act (ADA) and be approved by the ADA committee.
 - 1.2. Additional information related to the service animal and specific facility may be requested by the Business Services Director to determine additional conditions needed or whether or not the service animal meets the exception criteria.
2. The Business Services Director may approve, approve with conditions, or not approve a Request for Exception for a service animal based on the policy criteria. The Business Services Director shall inform the requestor, requestor’s supervisor, if applicable, and manager of the county facility of the decision.

3. Exceptions for clients, customers, or members of the public with service dogs may be determined by the manager of the facility. If a service animal is excluded, the individual with a disability must still be offered the opportunity to obtain goods, services, and accommodations without having the service animal on the premises. All Requests for Exception for service miniature horses must be referred to the Business Services Director. To determine if an animal is a service animal, the manager may ask two questions:
 - (a) Is this animal required because of a disability?
 - (b) What work or task has this animal been trained to perform?
4. Individuals with a disability whose request for a service animal in the workplace has been denied may seek further accommodation through the ADA interactive process.
5. The Business Services Director may revoke the approval of a Request for Exception or require the individual to remove the animal from county facilities if the individual or the service animal fails to comply with the policy criteria.
6. Managers of a facility may require the removal of an assistance animal if:
 - (a) The animal is not housebroken; or
 - (b) The animal is out of control and effective action is not taken to control the animal.
7. All Requests for Exception for working animals, other than working animals under the authorization and direction of the Marion County Sheriff's Office or Marion County Dog Services must be submitted to the Business Services Department and approved by the Business Services Director.

ATTACHMENTS: Request for Exception Form

Marion County
Business Services

Request for Exception
Administrative Policy 525

Animals are restricted in Marion County owned, operated or leased facilities. The presence of service animals or working animals in county premises whose use or uses are on-going or frequent, require prior written approval from the Business Services Director as established in Administrative Policy # 525.

Service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities.

Animals may be allowed in department facilities if: (check applicable exception)

- A. The animal is a Service Animal trained and required to assist an individual with a disability;
a. Do you have this service animal due to a disability? Yes No
b. What work or task has the animal been trained to perform?
- B. The Service Animal is in training or is trained to assist and is accompanied or directed by its trainer; or
- C. The animal is a Working Animal as defined in Policy 525 other than a working animal in the Marion County Sheriff's Office or Dog Services.

Date: _____

Building Name: _____ Dept Head: _____

Division / Department: _____ Floor _____ Work Station _____

Name of person animal is assisting: _____ Phone#: _____

Date(s) needed for assistance: _____

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Business Services Signature: _____ Date: _____

Approved Approved with Conditions (attached) Not Approved