

## ADMINISTRATIVE POLICY

- 1 It is the philosophy of OPTIONS to provide persons served with as normalized an environment as possible. Thus, OPTIONS supports exposure to pets by virtue of staff members bringing their pets to work. However, OPTIONS does not allow persons living in OPTIONS owned and/or operated sites to have pets on the premises. At no time will the presence of an animal or animals compromise the health, safety, and overall well-being of individuals served by OPTIONS, nor will the presence of animals be permitted to interfere with active program implementation.

The key factors in considering the appropriateness of a pet visiting any OPTIONS program sites or offices are:

- 1.1 All pets must be completely housebroken or appropriately caged. The pet owner shall promptly clean up after the pet as needed.
  - 1.2 All required shots, immunizations etc. must be completed and current, and must be kept on file at OPTIONS main administrative office.
  - 1.3 All dogs must have current registrations on file at OPTIONS main administrative office.
  - 1.4 All dogs and cats must wear I.D. tags and be well-groomed (i.e., shampooed, free from fleas, etc.).
  - 1.5 **The pet's owner will accept full legal and financial responsibility for their pet while the pet is on OPTIONS' premises, including any and all injuries to OPTIONS staff, persons served, or guests, or the pet itself, and any and all damage to the property of OPTIONS and its staff, persons served, or guests.**
    - 1.5.1 Pet owner will sign the Pet Policy Acknowledgment Form.
  - 1.6 Any animal that poses a safety hazard (e.g., poisonous snakes, etc.) will not be permitted to visit any OPTIONS site.
  - 1.7 OPTIONS' Program Managers/Supervisors will retain the right to make the final determination of a pet's appropriateness for supported persons/staff interaction and presence at an OPTIONS site.
  - 1.8 Permission for a pet to visit an OPTIONS site may be revoked at any time for any reason by the CEO (or administrative designee, in the CEO's absence). Bringing a pet to an OPTIONS site is a privilege, not a right.
- 2 There may be an occasion where a staff member or a person served may need the assistance of a service animal. OPTIONS will meet with the staff or person served and initiate an interactive process to determine which accommodations, if any, would be appropriate and not cause undue hardship. The interactive

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process will be on-going, regardless of any initial accommodations, as the needs of the program and person change.

2.1 A "service animal" is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability.

2.1.1 Training is defined as training above and beyond an obedience class or "good citizen" class.

2.2 A service animal is required to have undergone all the requirements listed above for pets (See 1.1 through 1.8).

2.3 OPTIONS has the right to request documentation or demonstration of the need for the service animal, that the service animal is trained, and that the service animal will not disrupt the workplace.

POLICY DATE: February 1996  
REVISED: August 1997  
REVISED: April 2004  
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REVISED: May 2012  
REVISED: February 2014  
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