

## 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 and the possibility of a person served having their own pet, if they live in a HUD OPTIONS facility that is not classified as a health care facility. Identified OPTIONS health care facilities are the intermediate care facilities (ICF-ID/H) and the room and board facilities. 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 or residing at 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 or reside at 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 or reside at an OPTIONS site may be revoked at any time for safety reasons by the CEO (or administrative designee, in the CEO's absence). Having a pet at an OPTIONS site comes with the responsibility to continue to follow the pet policy at all times.

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- 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 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 animal 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 a 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
REVISED:	August 2007
REVISED:	May 2012
REVISED:	February 2014
REVISED:	September 2014
REVISED:	September 2015
REVIEWED:	September 2016
REVIEWED:	October 2017
REVIEWED:	October 2018
REVISED:	November 2019
REVISED:	November 2020
REVISED:	January 2022
REVISED:	October 2022
REVISED:	July 2023