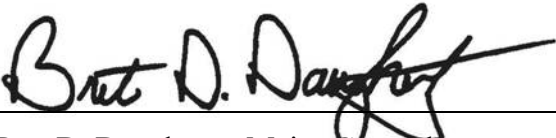




## Department Policy No. HR-261-20

<b>Title:</b>	Managing Animals in the Workplace
<b>Former Number:</b>	NEW
<b>Authorizing Source:</b>	Americans with Disabilities Act (ADA) RCW 49.60.040 RCW 7.80.120
<b>Information Contact:</b>	Human Resources Director Building #33 (253) 512-7942
<b>Effective Date:</b>	February 20, 2020
<b>Mandatory Review Date:</b>	February 20, 2024
<b>Revised:</b>	February 20, 2020
<b>Approved By:</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

### Purpose

The Washington Military Department (WMD) is responsible to ensure the health and safety of all employees. Household pets and emotional support animals will not be allowed in the workplace, as they can pose a threat of infection or allergic reaction for other employees or cause people to feel threatened.

### Scope

This policy applies to all WMD employees, customers and visitors. This procedure does not apply to guardsmen on state active duty or to federal personnel, to include Active Guard Reserve (AGR), members, traditional guardsmen in a federal status, or military technicians.

### Definitions

**Emotional support animal** – An animal that provides support to an individual suffering from mental or emotional disability. Emotional support animals are generally not

considered service animals as they are not trained to perform a specific task; they accomplish their purpose through their presence and natural compassion.

**Household pet** – A domesticated animal, such as a dog, cat, pig, rodent, or rabbit that is traditionally kept in the home for companionship or enjoyment.

**Service animal** – A dog or miniature horse that is specifically trained for the purpose of assisting or accommodating a sensory, mental, or physical disability for a person with a disability. Service animals are covered under the Americans with Disabilities Act and have public access rights where other animals do not.

**Crisis Response Animal** – A specially trained team consisting of a canine and handler that are trained to respond under the stresses of crisis response work. They use the therapeutic bond of humans and animals to assist in goal directed interventions as part of the stress reduction process.

**Therapy Dog** – A dog that has been specially trained to provide emotional assistance to people in hospitals, nursing homes and other institutions. They are trained to provide comfort, love and affection.

**Workplace** – Any building or vehicle owned, leased or rented by the agency for the purposes of performing work.

## **Policy**

### **1. Service Animals May be Allowed for Reasonable Accommodation**

Any individual with a disability may request reasonable accommodation, including the use of a service animal, for known physical, mental or sensory limitations. A service animal may be allowed in the workplace if it is trained to perform work or a task related to the person's disability. The service animal must:

- a. Remain under the control of its owner at all times (by harness, leash, or tether unless these devices interfere with the service animal's work, or the individual's disability prevents using these devices).
- b. Be housebroken.
- c. Not create an immediate or reasonably foreseeable risk to others by its presence.
- d. Be up to date on all required immunizations.
- e. Be free of pests or serious infectious disease that could cause personal injury to a person or other animal in the workplace.

It is the individual's responsibility to immediately clean up after and properly dispose of the animal's waste or other debris.

All other employees will refrain from interacting with (petting or speaking to) the service animal while it is working.

**2. The Owner Will Assume Financial Responsibility**

The owner will be personally responsible for any injuries or damage caused to individuals or property by the service animal, including assuming financial responsibility. WMD is not responsible for any injuries that may occur to the service animal.

**3. Crisis Response and Therapy Animals**

Division Directors have the discretion to authorize utilization of Crisis Response and Therapy Animals as needed which is not subject to the Reasonable Accommodation Process.

**4. Household Pets**

Household pets are not allowed in the workplace.

**5. Misrepresenting A Service Animal May Result in a Civil Penalty**

In accordance with RCW 7.80.120(1)(a)(iii), an individual who misrepresents their household pet or emotional support animal as a service animal, or who refuses to respond to questions regarding the animals' trained purpose relative to their disability, may be found to have committed a civil penalty, punishable by a \$500 fine and removal of the animal from the premises.