



STATE OF WASHINGTON  
MILITARY DEPARTMENT  
Camp Murray, WA 98430-5000

December 12, 2007

TO: All Soldiers, Airmen, and Civilian Employees

FROM: Major General Timothy J. Lowenberg  
  
The Adjutant General

SUBJECT: Bringing Animals to the Workplace

This directive will outline my expectations in regard to the practice of bringing animals to the workplace.

- 1) Animals are prohibited in Washington Military Department facilities and state vehicles. "Vehicles" include trucks, cars, and boats. The only exceptions are for service animals (RCW 70.84.020 and RCW 70.84.021).
- 2) Animals that show threatening behavior (growling, barking, etc.) are prohibited from being on Washington Military Department property, including parking lots, parking structures and walking trails. Employees are responsible for any threatening behavior by their animal – regardless of whether they knowingly permit the behavior. This includes behavior that creates liability for the agency or hinders any employee's ability to do their job. Any such threatening behavior must be reported to Military Department Security and the employee's supervisor. The Security Manager and the employee's supervisor will discuss possible solutions with the employee. The employee may be required to remove the animal and prohibited from bringing the animal back on to Military Department property.
- 3) Owners are responsible for cleanup of animal waste. All animals must be within effective voice control, on a leash, in an enclosed pet carrier or enclosed in a personal vehicle while on Washington State Military Department property. This is to protect the public, employees and property from injury or damage. The owner of the animal must use appropriate equipment and material for cleaning up after the animal while on Washington State Military Department property and must also comply with all local pet ordinances.



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- 4) Service Animals must have appropriate service training certifications and current veterinarian certificates of health with proof of required vaccinations and licensure. Employees who utilize a Service Animal must have current certification on file with the appropriate HRO office documenting their need to have a "service animal" in their work area.
- 5) Failure to comply with this policy may result in disciplinary action.

The following definitions apply to the directives listed above:

Employee—Any Soldier, Airman, civilian employee, guest or person present at a Military Department workplace.

Owner—A person who keeps or maintains an animal, or the person named on the license or registration records of any animal as the owner.

Animal—Any non-human mammal including pets and service animals.

At Large—Any animal that is not in the physical presence and control of an owner or keeper.

Restrained—Secured by a leash or physically confined within the pet owner's vehicle.

Service Animal—An animal trained for the purpose of assisting or accommodating a disabled person's sensory, mental or physical disability, including guide dogs.

Threatening Behavior—Causing affront or alarm to a person or other animal whether audible, physical or visual in nature.

Workplace—Any facility, parking lot, parking structure and/or grounds owned or leased by the Washington State Military Department.

Points of contact are the state and/or federal Human Resources Offices or the Chief of Staff of your WMD Division.