



SAP 08.01.02.N0.02, Service and Emotional Support Animals

Approved: February 14, 2022

Next Scheduled Review: February 14, 2027

Summary

Texas A&M Engineering Extension Service (TEEX) will comply with applicable federal and state laws regarding the provision of reasonable accommodations for employees, participants, and members of the public with disabilities regarding the use of service or emotional support animals on TEEX property/facilities.

This procedure establishes the protocol for the presence of service and emotional support animals on TEEX property and facilities. This procedure has been developed to provide guidance and clear instructions for visitors, participants, and staff who use a service animal or emotional support animal or who encounter such animals on property.

Definitions

Service Animal

Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

Under certain circumstances, miniature horses may also be trained as a service animal and be permitted on TEEX property/buildings, where reasonable.

Emotional Support Animals

An emotional support animal provides comfort. An emotional support animal is an animal that provides a therapeutic benefit to its owner through companionship. The animal provides emotional support and comfort to individuals with psychiatric disabilities and other mental impairments. The animal is **not** specifically trained to perform tasks for a person who suffers from emotional disabilities.

Person with a Disability

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Requirements

1. SERVICE ANIMALS

- 1.1. A service animal is permitted on TEEX property and in buildings with limited exceptions and restrictions, in accordance with the ADA.
 - 1.1.1. The service animal must have been trained as a service animal in the specific work or tasks directly related to the person's disability.
- 1.2. TEEX Human Resources will review and address requests to prohibit service animal access due to health and/or safety concerns on a case-by-case basis.
- 1.3. If a service animal is prohibited according to this procedure, TEEX shall give the owner the opportunity to obtain goods and services or perform tasks without having the service animal on the premises.
- 1.4. Employees are not allowed to request any documentation for the service animal, require that the service animal demonstrate its work or task, or inquire about the nature of the person's disability. Only the following two (2) questions may be asked of the owner:
 - (a) Is this a service animal required because of a disability?
 - (b) What work or task has the service animal been trained to perform?
- 1.5. The service animal is not required to wear any type of service animal identification symbol while in public (e.g., vest, collar, or other representative attire).
- 1.6. Individuals wishing to file a complaint about a service animal on TEEX property should contact TEEX Human Resources. The complaint process will follow TEEX rule *08.01.01.N1, Civil Rights Compliance*.

2. EMOTIONAL SUPPORT ANIMALS

- 2.1. Emotional support animals are not permitted on TEEX property or in TEEX buildings without prior approval. An emotional support animal may be approved as a reasonable accommodation in exceptional cases in accordance with TEEX rule *08.01.012.N1, Civil Rights Compliance*. Participants should direct questions regarding reasonable accommodation requests to the Ethics and Compliance Department in Strategic and Educational Services.
- 2.2. Emotional support animals are not considered to be service animals and improperly representing an emotional support animal as a service animal is in violation of State of Texas Human Resources Code Section 121.006(a), and is in violation of the Participant Code of conduct.

3. OWNER RESPONSIBILITIES/ANIMAL BEHAVIOR

- 3.1. The animals must be under the control of its owner at all times (e.g., voice control, signals, or other effective means). The animal shall have a harness, leash, or other tether, unless:
 - 3.1.1. The owner is unable to use the harness, leash, or other tether because of a disability; or
 - 3.1.2. The use of a harness, leash, or other tether would interfere with the animal's safety and/or effective performance of work or tasks.

- 3.2. The owner is responsible to ensure the animal is licensed, registered, and immunized as applicable and in accordance with the laws, regulations, and ordinances of the State of Texas and county and city authorities
- 3.3. TEEEX may require an individual with a disability to remove their service animal from the premises under the following circumstances:
 - 3.3.1. The animal is out of control and the animal's owner does not take effective action to control it.
 - 3.3.2. The animal is not housebroken.
 - 3.3.3. The animal poses a direct threat to the safety of others.
- 3.4. The animal must be in good health. Animals that are ill must not be taken into public areas. An owner with an ill animal may be asked to remove the animal from the TEEEX premises.
- 3.5. The owner of the animal is responsible for the care and supervision of the animal, as well as for loss of services or any damage or injury caused by the animal while on TEEEX property. The owner may be billed for the expense of any damage to TEEEX buildings, furnishings, and/or grounds caused by the animal.
- 3.6. The owner is responsible to clean up after the service/emotional support animal relieves itself. The owner shall take the animal to the nearest grassy area outdoors for this purpose. An owner with a disability who physically cannot clean up after their animal shall make all necessary arrangements for assistance.

4. EXCLUDED ANIMALS

This procedure does not apply to the following animals:

- 4.1. Animals involved in authorized research;
- 4.2. On duty K-9 animals (police dogs);
- 4.3. On duty Search and Rescue Dogs attending training or official TX-TF business.
- 4.4. Fish and reptiles contained in aquariums under 20 gallons; and
- 4.5. Animals used for performance, education, or display on TEEEX property or involved in a TEEEX sponsored or hosted activity.

5. ACCOMODATIONS

Requests for reasonable accommodations for participants should be made through the Ethics and Compliance Department in Strategic and Educational Services. All reasonable accommodation requests from TEEEX employees or the public should be made through TEEEX Human Resources.

Quality Assurance Measures

Human Resources will continuously monitor, with support from OGC, the implementation of this SAP.

Related Statutes, Policies, or Requirements

[Section 504 of the Rehabilitation Act of 1973](#)

[Americans with Disabilities Act as Amended](#)

[Texas Commission on Human Rights Act \(Texas Labor Code, Title 2, Subtitle A, Chapter 21, Subchapter A\)](#)

[Texas Human Resources Code, Section 121.003-121.006](#)

System Regulation [08.01.01, Civil Rights Compliance](#)

System Regulation [08.01.02, Civil Rights Protections for Individuals with Disabilities](#)

TEEX Rule [08.01.01., Civil Rights Compliance](#)

Office of Responsibility

TEEX Human Resources (979) 458-6801