

**Document Code No.:** FES-7-3-EP

**Title:** Animals in King County owned and leased buildings

**Affected Agencies:** All County Agencies

**Authorities:** ADA Title II; RCW 49.60; KCC 12.22; PER 22-2-2 (AEP)

**Keywords:** Service Animals, Emotional Support, Pets, Animals

**Sponsoring Agency:** Department of Executive Services, Facilities Management Division



**Executive signature:**

*Dow Constantine*

**King County**

**Date signed and effective:**

*5/13/18*

**I. Purpose**

This policy provides direction related to animals entering King County owned and leased buildings as it relates to members of the public, county employees, county agencies and pets.

**II. Applicability and Audience**

This policy applies to King County employees, visitors and tenants in county owned buildings and facilities leased by the county for county business.

**III. Definitions**

1. Service Animal:

A Service Animal is an animal guide, signal or hearing animal, seizure response animal, or other animal as defined under King County ordinance that has been trained to do work, perform tasks or provide medically necessary support for the benefit of an individual with a physical, sensory, psychiatric, intellectual or other mental disability. Service animals may include companion or emotional support animals.

2. Therapeutic Assistance Animal:

A Therapeutic Assistance Animal is a county agency sponsored animal that is trained with a handler to provide comfort and support to people in an individual or group setting. These animals are used in the course of county business to meet operational objectives. They are considered pets and have no special rights under law.

*Examples of Therapeutic Assistance Animals include animals used in courts to comfort victims during interviews and questioning.*

3. Pet:

Any animal not classified as a Service Animal or an approved Therapeutic Assistance Animal.

## **IV. Policy**

### **1. Policy for Service Animals --- Public**

- a. Service Animals are allowed in county owned or leased buildings per all applicable Federal and State Laws and Local City and County Ordinances.
- b. All owners of Service Animals must follow the guidelines and rules outlined in Section IV part 6. Failure to follow these rules will result in the owner being asked to remove the animal from the building.
- c. The owner will be able to continue business in county buildings once the animal is removed.

### **2. Policy for Service Animals --- Employees**

- a. Pets are not allowed in county owned or leased buildings. This county policy supersedes lessor space policy.
- b. Service Animals are allowed in county owned or leased buildings per all applicable Federal and State Laws and Local City and County Ordinances.
- c. All owners of Service Animals must follow the guidelines and rules outlined in Section IV part 6. Failure to follow these rules will result in the owner being asked to remove the animal from the building. This could be temporary or permanent depending on the situation.
- d. A county employee requesting a Service Animal at work to help them perform the essential functions of their position must work with the County's Disability Services Section of the Human Resources Division to request a reasonable accommodation to bring their Service Animal to work.
  - i. Disability Services staff, the employee, the employee's manager and Human Resources will engage in an interactive process to determine if the employee having the Service Animal at work is a reasonable accommodation.
  - ii. If, through the interactive process, Disability Services staff determine that it is a reasonable accommodation for an employee to bring their Service Animal to work. Disability Services will inform

FMD Staff via [Customercareservices.fmd@kingcounty.gov](mailto:Customercareservices.fmd@kingcounty.gov) of the accommodation.

- iii. All employees who are approved to bring an animal to work as an accommodation must complete documentation showing that they are aware of this policy and agree to abide by it.
- e. FMD will provide an identification badge for animals once they have been approved via the appropriate process identified in this policy. This badge will need to be displayed on the animals collar or vest.

### **3. Policy for county agency sponsored working animals used in a therapeutic/comfort capacity --- Business Function**

- a. Agencies wishing to use Therapeutic Assistance Animals in the course of business that requires the animals to be in county owned or leased space must complete the appropriate county agency sponsored therapeutic animal request form located at this link – [\*Animals in County Buildings\*](#). The form can also be obtained, by contacting FMD Customer Care Services at [customercareservices.fmd@kingcounty.gov](mailto:customercareservices.fmd@kingcounty.gov) or 206-477-9400. This form must be signed by the requesting agency's director and submitted to FMD Customer Care Services.
- b. The following must be agreed to by the agency director:
  - i. Requesting agency director must approve the request.
  - ii. King County agency accepts responsibility for:
    - 1. cleaning costs
    - 2. animal's behavior
    - 3. ensuring the animal will not adversely affect the agency's or building's operations
    - 4. the animal wearing special identifying gear
  - iii. FMD will review and approve or deny the request.
    - 1. If in a leased location, FMD will contact the appropriate property manager to obtain approval for the request.
    - 2. FMD will notify the agency director or assigned contact of the decision within ten (10) working days.

- iv. FMD will provide an identification badge for animals once they have been approved via the appropriate process identified in this policy. This badge will need to be displayed on the animals collar, vest or leash.

#### **4. Policy for Emotional Support Animals --- Public and Employees**

- a. Pets are not allowed in county owned or leased buildings. This county policy supersedes lessor space policy.
- b. For the purpose of this policy King County includes Emotional Support Animals under the same policy for Service Animals. Please see the appropriate sections of the policy related to Service Animals above.

#### **5. Policy for Pets**

- a. Pets are not allowed in county owned or leased buildings. This county policy supersedes lessor space policy.

#### **6. Rules and Guidelines for all animals in county buildings (owned or leased).**

- a. All animals must be kept on a harness or leash or in a carrier except where such tethering or crating would interfere with a Service Animal's ability to perform its work.
- b. An animal's user/owner may be asked that the animal wear a vest, harness, cape, backpack or other appropriate visual identification that indicates their status as a service animal or agency sponsored therapeutic support animal.
- c. All animals must remain with their owner/user at all times. The animal's owner/user must be in full control of the animal at all times.
- d. Animals will not be allowed to freely roam the office/building.
- e. Animals must not exhibit aggressive behavior.

- f. Animals must not jump on or disturb other individuals in the office building.
- g. Animals may not bark (unless as an alert to a medical episode) or cause disturbances in the office/building.
- h. Animals must be housebroken and must relieve themselves outdoors.
- i. Animal owner/user must clean up all animal waste both inside and outside of the building and properly dispose of such waste.
- j. Animals must be clean and free of fleas, ticks and other pests.
- k. Animals must be free of disease.
- l. Animals must be licensed and must wear a current vaccination tag.
- m. Interaction with animals is at the discretion of the animal's owner.
- n. For county employees with approved accommodations:
  - 1. Approved Service Animal Accommodation - At the onset and every two years thereafter, the animal's owner/user must provide verification to the agencies' human resources staff, from the animal's veterinarian, that the animal is up to date on recommended vaccines. This information should be sent by HR to FMD Customer Care Services at [customercareservices.fmd@kingcounty.gov](mailto:customercareservices.fmd@kingcounty.gov)
  - 2. Approved Therapeutic Assistance Animals - At the onset and every two years thereafter, the animal's owner/user must provide verification from the animal's veterinarian, that the animal is up to date on recommended vaccines. Documentation should be sent to FMD Customer Care Services at [customercareservices.fmd@kingcounty.gov](mailto:customercareservices.fmd@kingcounty.gov)

## **7. Exceptions to this Policy**

- a. Animal Shelters are exempt from the pet portion of this policy.
- b. Exceptions will be made for Regional Animal Shelter of King County officially sponsored adoption events.
- c. KCSO and other police jurisdiction's K-9 Officers
- d. Departments may request exceptions to this policy to allow other types of working animals in county buildings.

Requests may be submitted to FMD Customer Care Services at [customercareservices.fmd@kingcounty.gov](mailto:customercareservices.fmd@kingcounty.gov) for an exception related to a special event that correlates to the Employee Giving Program and other King County sponsored events.

## **V. Implementation Plan**

1. This policy becomes effective for all visitors, employees and tenants in King County owned or leased building on June 1, 2018.
2. The Department of Executive Services, Facilities Management Division (FMD) is responsible for implementation of this policy.
3. Department and Agency Leaders are responsible for communicating this policy to the management structure within their respective departments, agencies, and other appropriate parties.

## **VI Maintenance**

1. This policy will be maintained by Department of Executive Services, Facilities Management Division (FMD) or its successor agency.
2. This policy will automatically expire five (5) years after its effective date. A new, revised, or renewed policy will be initiated by the Department of Executive Services, Facilities Management Division or its successor agency prior to the expiration date.

## **VII Consequences for Noncompliance**

1. Failure to follow these rules will result in the animal's owner being asked to remove the animal from the building.
2. Consequences could be temporary or permanent depending on the situation
3. Non-compliance will result in revoking authorization for an animal to be allowed in the county owned or leased building.

**VIII Related Materials**

1. Therapeutic Assistance Animal Application Form Animals.
2. Special Event Exemption Request Form
3. Pamphlet related to guidelines and rules for animals permitted in county buildings.
4. Service Animal Identification Information Form and acknowledgement of receipt of policy.

