

**I. PURPOSE:**

The purpose of this policy is to provide employees with guidelines on animals being brought into a Canton Township owned or operated facilities while the employee is on duty or is expected to be on duty.

Service animals are working animals that provide reasonable accommodations for a person with disabilities under the Americans with Disabilities Act (ADA), non-service animals are pets. Non-service animals accompanied by their owner or handler are preferred to remain in public lobby areas only. Non-service animals accompanied by their owner or handler may, with express authorization of the Area Manager/Director, be permitted to have short term visits in designated office areas.

Public Safety canines being handled by a licensed sworn canine officer are excluded from this policy.

**II. POLICY/PROCEDURE:**

**SERVICE ANIMALS:** According to the ADA, a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.” Service animals are working animals, not pets.

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings and on all company property and may attend any class, meeting or other event. There may be an exception to certain areas as outlined by the ADA.

Employees requesting an accommodation for a disability that requires the use of a service animal must contact the ADA Coordinator or Human Resource Division at 734-394-5260 to obtain a Request for Accommodation Form. Request for Accommodation Forms can also be found on the Canton Township Website under the ADA Section or by emailing [humanresources@canton-mi.org](mailto:humanresources@canton-mi.org).

The completed form must be returned to the Human Resources Division for review by the ADA Coordinator or designee.

Employees who have been approved to use a service animal must register their service animal with the Human Resources Division. Animals not registered with Human Resources will be treated as non-service animals under this policy.

Requirements of service animals and their owners include:

- A. All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
- B. Animals must wear a rabies vaccination tag.
- C. All dogs must be licensed per state law.
- D. Service animals must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
- E. Animals must be in good health.
- F. Animals must be on a leash, harness or other type of restraint at all times, unless the owner/partner is unable to retain an animal on leash due to a disability.
- G. The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner/partner.
- H. The owner/partner must provide the Human Resources Manager or designee with verifiable information as to how the animal is being used in the workplace to accommodate for the individual's disability.

Reasonable behavior is expected from service animals while on Canton Township owned or operated facility. The owner of a disruptive and/or aggressive service animal may be asked to remove the service animal from a Canton Township facility. If the improper behavior occurs repeatedly, the owner may be told not to bring the service animal into any Township operated facility until the owner takes significant steps to mitigate the behavior.

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing the maintenance and/or hygiene of service animals during business hours. The owner/partner is expected to clean and dispose of all animal waste in a proper and safe manner.

Questions related to this policy should be directed to Kerreen Conley, ADA Coordinator at 734-394-5260.