

STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: SOP-193 VERSION #1	TITLE: ANIMALS ON CAMPUS	SEARCH KEY:
PURPOSE:	<ul style="list-style-type: none"> To outline the protocol for bringing animals on to College campuses. 	POST TO: Public Website <input checked="" type="checkbox"/> DC Connect <input checked="" type="checkbox"/>
SCOPE (Applies To):	<ul style="list-style-type: none"> COLLEGE COMMUNITY (e.g., all employees, students, guests, etc.) DC CAMPUS SECURITY DOUGLAS STUDENTS' UNION (DSU) FACILITIES SERVICES HUMAN RESOURCES SAFETY, SECURITY AND RISK MANAGEMENT STUDENT AFFAIRS AND SERVICES (ACCESSIBILITY SERVICES) 	
STATUS: FINAL	AUTHOR: NANCY CONSTABLE, DIRECTOR, SAFETY, SECURITY AND RISK MANAGEMENT CONTACT INFORMATION: 604-527-5828	CREATED: 2020/03/30 (yyyy/mm/dd)
	RESPONSIBLE OWNER: VP, ADMINISTRATIVE SERVICES AND CFO	
PROCESS REVISIONS:	REVISION AUTHOR: N/A	REVISED: (yyyy/mm/dd)
RELEVANT FORMS:	N/A	REVISED: (yyyy/mm/dd)
ACCORD/POLICY APPROVAL BODY:	<ol style="list-style-type: none"> MARK CONKLIN, MANAGER, OCCUPATIONAL HEALTH & SAFETY BRIAN CHAPPEL, DEAN, SCIENCE & TECHNOLOGY ANDREW DALTON, EXECUTIVE DIRECTOR, DSU RUTH FRASER, ASSOCIATE DIRECTOR, STUDENT AFFAIRS & SERVICES CHRIS GARDNER, DIRECTOR, FACILITIES & ANCILLARY SERVICES KAREN JANSSEN, HR MANAGER, ADVISORY SERVICES KAYOKO TAKEUCHI, VP, ADMINISTRATIVE SERVICES & CFO CHRIS UDY, MANAGER, CAMPUS SECURITY OPERATIONS LAURA WARD, DISABILITY MANAGEMENT SPECIALIST 	DATE APPROVED: 2020/06/19 (yyyy/mm/dd)
QUALITY ASSURANCE FORMAT APPROVAL: <input checked="" type="checkbox"/> ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE <input checked="" type="checkbox"/> THOR BORGFORD, VICE-PRESIDENT, ACADEMIC AND PROVOST		DATE APPROVED: 2020/07/15 (yyyy/mm/dd)
RELEVANT POLICY:	Douglas College Administration Policies <ul style="list-style-type: none"> Accommodation Policy for Employees Occupational Health & Safety Douglas College Educational Policies <ul style="list-style-type: none"> Accessibility to College Programs, Courses and Services for Persons with Disabilities 	

<p>RELEVANT ACRONYMS & DEFINITIONS:</p>	<p>Certified: Certified by the registrar under section 6 of the British Columbia Guide Dog and Service Dog Act.</p> <p>Domestic Animal: Has been trained or adapted to living in a human environment.</p> <p>Guide or Service Dogs: Guide dogs are certified and trained, in accordance with BC legislation, as a guide for a blind person; service dogs are certified and trained, in accordance with BC legislation, to perform specific tasks to assist a person with a disability.</p> <p>Inoculated: A person or animal treated with a vaccine to produce immunity against a disease.</p> <p>Licensed: An identifying number issued, along with a tag bearing the same identifier and contact number, to the animal owner. Most municipalities require by law that a dog is licensed.</p> <p>Owner/Handler: The primary person responsible for the well-being of the animal while on campus.</p> <p>Responsible Person: Includes, but not limited to: Owner, handler, Veterinary Technology student or faculty member.</p> <p>Wild or feral animals: A feral animal is a once-domestic animal that has reverted to an untamed state; a wild animal is a non-domesticated animal living in its natural habitat.</p>
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PREAMBLE:

Dogs and other animals are not permitted in campus buildings except for police dogs, certified guide or service dogs used by individuals with disabilities, and animals authorized for participation in College instructional programs for teaching or research purposes and/or student engagement programs.

1. Domestic Animals

Such animals include, but are not limited to **dogs, cats, birds, rabbits** and **other types of household pets**:

- a) Are not allowed in campus buildings, unless they meet an exception listed above.
- b) Where animals are authorized for participation in College instructional programs for teaching or research purposes and/or student engagement programs, the event or program organizer will notify **Facilities Services** and **Campus Security** at the relevant campus to facilitate a seamless, supported experience and to ensure appropriate cleaning services are provided at the conclusion of the event or program, as may be required.

1. Domestic Animals (cont.)

- c) Must be under the direct control of a **responsible person** while on campus grounds, restrained by either a leash that does not exceed 6 feet or in an animal carrier, crate, cage or kennel, or as required by breed specific bylaw. **Domestic animals** under voice command are not considered on leash and are not permitted.
- d) Must be licensed and fully **inoculated**, with the burden of proof on the **owner/handler**.
- e) Fecal matter deposited by any **domestic animal** brought to campus must be removed immediately and properly disposed of by the **owner/handler**. Where additional cleaning and/or sanitization is required, costs will be borne by the **owner/handler**.
- f) **Domestic animals** and **pets** found tethered, unattended, or abandoned may be humanely impounded in accordance with all applicable laws and regulations.
- g) If an animal is found in a vehicle parked on campus, the following will be the process:
 - i. In the event of endangerment to the **animal** or **others**, or public nuisance, **Campus Security** will intervene, and the **animal's owner/handler** will be subjected to citation and the **animal** may be humanely impounded.
 - ii. The presence of any **animal** in any motor vehicle without proper food, water, ventilation, or subjected to extreme temperatures that could affect its health or safety, will be reported, by **Campus Security**, to the appropriate **animal control agency**.
 - iii. Any fines or fees relating to bylaw infraction on the part of the **animal's owner/handler**, and/or expenses relating to vehicle damage as a result of **animal control agency** and/or police involvement, will be borne by the **owner/handler**.
- h) Concerns regarding **domestic animals** on campus are to be reported to [Campus Security](#) .
- i) Douglas College reserves the right to prohibit **domestic animals** from any campus event.

2. Guide or Service Dogs

- a) Douglas College operates in compliance with the [British Columbia Guide Dog and Service Dog Act](#).
- b) Any **DC student** or **employee** using a **Guide or Service dog** on campus is encouraged to contact [Accessibility Services](#) or [Human Resources](#) as applicable to assist with any planning that may be required.

2. **Guide or Service Dogs** (cont.)

- c) Any **DC student** or **employee** wishing to bring an animal on campus for a disability-related reason, and the animal is not covered by the BC Guide and Service Dog Act, may request accommodation by submitting a request with supporting documentation to [Accessibility Services](#) or [Human Resources](#) as applicable.
- d) Animals must be under the control of a **responsible person** at all times, and on a leash. A **Guide or Service Dog** user does not have to use a leash if using a leash would harm them, or if the animal must perform a task without use of a leash.
- e) Dogs must be **certified, licensed** and fully **inoculated**, with the burden of proof on the animal's **owner/handler**.
- f) Fecal matter deposited by a **Guide or Service Dog** must be removed immediately and disposed of properly. The burden is on the service animal **owner/handler** to arrange for removal of fecal matter, if they are personally unable to perform the task.

3. **Wild or Feral Animals**

Wild or feral animals that are a potential risk, represent a hazard, cause property damage, create a nuisance, or otherwise pose a potential conflict for humans are to be reported to [Campus Security](#) who will ensure that follow-up is coordinated with appropriate animal/wildlife rescue agencies. **Wild or feral animals** kept as pets are not permitted on campus.

Questions or concerns may be directed to the [Director of Safety, Security & Risk Management](#).