



Approved: May 11, 2015

Revised: December 2, 2021

Next Scheduled Review: December 2, 2026

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## Procedure Summary

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Texas A&M University-Central Texas (A&M-Central Texas) will comply with applicable federal and state laws regarding the provision of reasonable accommodations for employees, students, and members of the public with disabilities. This Standard Administrative Procedure (SAP) provides guidance for visitors, students, faculty, staff, and visitors and for the protection of Texas A&M-Central Texas property/assets with respect to animals on campus. This procedure establishes the protocol and guidelines governing animals on the A&M-Central Texas campus and outline restrictions, responsibilities, expectations, and reason for their removal or relocation.

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## Definitions

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**Service Animal:** As defined in the ADA, a dog or miniature horse that is individually trained to do work or perform tasks or services for a person with a disability. The crime deterrent effects of an animal's presence and/or the provision of emotional support, well-being, comfort, or companionship do not constitute tasks for the purposes of this definition.

**Emotional Support Animal (also known as a Comfort Animal or Therapy Animal):** An animal which provides comfort to an individual in some fashion; often used as part of a medical treatment plan and can be prescribed by a doctor. An emotional support animal is **not** considered a service animal as defined in ADA guidelines.

**Pets:** A domesticated animal kept for pleasure rather than utility.

**Stray Animal:** Any domestic animal on campus that is not under physical restraint, i.e., leashed or caged, whether accompanied by a person or not. Service animals are not included in this definition.

**Feral Animal:** A once-domesticated animal that has reverted to an untamed state.

**Wild Animal:** A non-domesticated animal living in its natural habitat.

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## Procedure

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### 1. GENERAL

- 1.1 A service animal is permitted on campus grounds and within A&M-Central Texas buildings with certain restrictions. This practice follows Titles II and III of the

American with Disabilities Act (ADA) as Amended. Only dogs or miniature horses are authorized as service animals.

1.2 In general, emotional support/therapy animals and other domestic animals that are not service animals may be allowed in A&M-Central Texas buildings during special events such as concerts, athletics events, and guest speaker events with prior approval. These animals are restricted to the walking trails and parking lots on campus grounds outside of university-scheduled events.

1.2.1 A&M-Central Texas may require an individual to remove his or her non-service animal from the campus grounds and or walking trail for any reason, including but not limited to failure of the individual to control the animal, failure to clean up after the animal, lack of license or vaccination tags, or the animal posing a threat to the safety of others.

## 2. SERVICE ANIMAL

2.1 A service animal is permitted on campus grounds and within A&M-Central Texas buildings with certain restrictions. This practice follows Titles II and III of the American with Disabilities Act (ADA) as Amended.

2.1.1 The service animal must have been trained as a service animal in the specific work or tasks directly related to the person's disability.

2.1.2 The service animal shall be licensed, registered, and immunized in accordance with the laws, regulations and ordinances of the State of Texas, and county and city authorities, as applicable.

2.1.2.1 Vaccination Records - The service animal must have updated vaccinations, including but not limited to, the general maintenance vaccine series and any other vaccinations deemed necessary by a licensed veterinarian. The owner of the service animal may be required to provide evidence of current vaccinations.

2.1.2.2 Licensing – All local licensing laws and tag laws must be followed. The City of Killeen requires a metal vaccination tag to be attached to the animal's collar when the animal is outdoors and not in the presence of the owner or caretaker. See City Ord. No. 06-81, *Rabies Vaccinations Requirement* (current as of August 16, 2021).

2.2 A&M-Central Texas may require an individual with a disability to remove his or her service animal from the premises under the following circumstances:

2.2.1 The animal is out of control and the animal's owner does not take effective action to control it;

2.2.2 The animal is not housebroken; or

2.2.3 The animal poses a direct threat to the safety of others.

- 2.3 Some areas of campus and/or campus facilities may be prohibited to a service animal due to the presence of hazardous chemicals and/or organisms or other health and safety issues. These areas may be restricted due to possible danger/harm to the animal or people, or the potential to compromise research or project integrity. Some examples include, but are not limited to, research or science laboratories, custodial closets, or areas where protective clothing or equipment is required.
- 2.4 If a service animal is properly excluded according to this SAP, A&M-Central Texas shall give the owner the opportunity to obtain goods and services or perform tasks without having the service animal on the premises.
- 2.5 When it is not obvious what service an animal provides, only limited inquiries are allowed. Only two questions may be asked of the owner:
  - a) Is this a service animal required because of a disability?
  - b) What task has the animal been trained to perform related to the disability?
- 2.5.1 Staff are not allowed to request any training documentation for the animal, require that the animal demonstrate its task, or require documentation of the person's disability.
- 2.6 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).
- 2.7 The service animal shall be under the control of its owner at all times (e.g., voice control, signals, or other effective means). The service animal shall have a harness, leash, and/or other tether, unless:
  - 2.7.1 The owner is unable to use such a device because of a disability, or
  - 2.7.2 The use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of its work or tasks.
- 2.8 The service animal must be in good health and care. The care and supervision of the animal is solely the responsibility of its owner. 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 A&M-Central Texas premises.
- 2.9 A&M-Central Texas requires that the owner clean up after the service 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 other necessary arrangements for assistance.
- 2.10 The owner may be billed for the expense of any damage to A&M-Central Texas buildings, furnishings, or grounds caused by the animal.

### 3. EMOTIONAL SUPPORT/THERAPY ANIMALS AND DOMESTICATED ANIMALS

- 3.1 Emotional support/therapy animals and domesticated animals are allowed on campus grounds; however, they must be under physical restraint. See City Ord. No. 06-39 *Restrain and Prohibition from Running at Large*. The owner of the animal is responsible for the care and supervision of the animal (including removal of excrement), as well as for any damage or injury caused by the animal while on university property or property controlled by the university.
- 3.2 Animals, other than service animals as outlined in section 2 of this policy, are not allowed in university buildings, with the exception of functions approved to include animals. Specific university rules and procedures may apply during special events such as concerts, athletics events, and guest speaker events.
- 3.3 The owner or responsible party must immediately remove and properly dispose of excrement left by any animal brought to campus.
- 3.4 The university may exclude any animal from university property when that animal's behavior poses a direct threat to the health or safety of others, disrupts the educational or administrative process, or otherwise interferes with the usual conduct of any campus function. In such cases, the owner or responsible party must remove the animal immediately.
- 3.5 An animal left unattended in a vehicle or other area and is perceived to be in distress is to be reported to the University Police Department (UPD) for appropriate response. A person who leaves an animal unattended may be reported to UPD. Any animal found unattended in, or on, any campus facility may be impounded. Owners of an impounded animal will be held responsible for payment of any impoundment and/or license fees required to secure the release of their animal.
- 3.6 The abandonment of animals on Texas A&M-Central Texas property is strictly forbidden.
- 3.7 The owner or responsible party who wishes to bring an animal on campus for a one-time display as part of a university-sanctioned event or class is required to comply with university procedures and follow the appropriate protocol for approval prior to bringing the animal on campus. This approval may require a certificate of insurance and animal health certificates. The owner or responsible party will be liable for any damage caused by the animal while on campus. For additional information, please contact Safety and Support Services at 254.519.5771.

### 4. WILD, FERAL, OR STRAY ANIMALS

- 4.1 Wild animals will be left alone if no immediate threat to human safety or property is evident. If an animal is exhibiting dangerous or destructive behavior or posing an immediate threat, UPD must be notified immediately at 254.501.5805. UPD will monitor the animal until another appropriate party is contacted and arrives on the scene. If the animal is deemed a threat and immediate intervention is required, UPD may elect to remove the threat.

- 4.2 Individuals are discouraged from feeding wild, feral, and stray animals. This includes domesticated or feral cats, raccoons, opossums, skunks, squirrels, and any/all of the fauna which occur either naturally or unnaturally on the A&M-Central Texas campus. This shall not apply to food left out as bait for purposes of capturing or attracting animals for animal control or for educational purposes as approved and monitored for research purposes.
- 4.3 Any person who vandalizes, removes, or deactivates an animal trap that has been set by the UPD or Facilities Services, will be in violation of this procedure and will be responsible for replacement costs, and/or subject to disciplinary action.
- 4.4 It is the responsibility of Facilities Services to collect and dispose of dead animals. To report a dead animal, call the Facilities Services Department at 254.501.5876.

## 5. ANIMALS NOT GOVERNED IN THIS POLICY

- 5.1 This policy does not apply to the following animals:
  - 5.1.1 Animals involved in authorized research.
  - 5.1.2 K-9 animal (police dog).
  - 5.1.3 Fish contained in office aquariums.

## 6. ACCOMODATIONS

- 6.1 Requests for reasonable accommodations for students with disabilities should be made through the Office of Success, Equality, and Inclusion at 254.501.5836. All other reasonable accommodation requests from faculty/staff/student employees or the public should be made through the Office of Human Resources/ADA Coordinator 254.519.8610.
- 6.2 Request for Emotional support/therapy animals and domesticated animals during special events such as concerts, athletics events, and guest speaker events should be made through the Office of Safety and Support Services at 254.519.5771.

## 7. ENFORCEMENT AND COMPLAINTS

- 7.1 Individuals wishing to file a complaint regarding animals, including service animals and/or their owner on the Texas A&M-Central Texas Campus should contact the University Police Department.
- 7.2 Upon receiving a complaint about a service animal, the University Police Department will review the matter and make a determination as to whether the alleged conduct merits the immediate removal of the animal from the premises or rises to the level of public safety issue. If so, Public Safety personnel will have the animal owner remove the animal from the premises and shall direct a report of the incident to the appropriate university offices.

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## **Related Statutes, Policies, or Requirements**

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

[Americans with Disabilities Act as Amended](#)

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

[Texas House Bill 489](#)

[Killeen, Texas- Code of Ordinance Chapter 6](#)

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

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## **Contact Office**

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Employees  
Office of Human Resources  
254-519-8016

Students  
Success, Equality, and Inclusion  
254-501-5831