

**WILD AND DOMESTIC ANIMAL (PETS) POLICY**  
(For College Employees Only; Students see Student Code of Conduct in Student Handbook)

**Wild Animals**

The College will make every effort to maintain the delicate balance required to sustain wildlife (including insects) on College owned and controlled property. If all other options are exhausted and it becomes necessary to control, remove or relocate wildlife on campus it will be done so humanely, in an environmentally friendly manner, and in accordance with local, state, and federal laws.

Dead animals found on campus should be reported to the Physical Plant department immediately. The Physical Plant staff will properly dispose of the waste.

**Domestic Animals (Pets)**

Domestic animals are defined as tame animals that are normally kept as pets. Domestic animals (pets) are allowed on College owned or controlled property when on a leash, in a carrying case, or under the direct physical control of a competent person. No person shall bring a domestic animal to College property and leave it unattended for any length of time. This includes tethering outside of buildings. Animals left unattended in a motor vehicle without proper food, water, or ventilation (e.g., subject to extreme temperatures), or those who are causing a nuisance (e.g., excessive barking or aggressive behavior) will be reported to local animal control authorities. Efforts will be made to locate those responsible for unattended animals; however, if the responsible party cannot be located in a reasonable amount of time, local authorities will be contacted and asked to remove the animal(s) in question.

Fecal matter deposited by animals on campus must be removed immediately by the owner or responsible party. Owners are liable for the expense of all damage caused by animals brought onto campus.

Domestic animals are not allowed in college vehicles, buildings, or to attend college sponsored activities (such as field trips) with the exception of those used for instructional or educational purposes, or animals trained to provide assistance to individuals with a disability.

The College understands that employees may bring domestic animals on campus for various reasons, however, the College does not encourage this. Such animals are not allowed in college classrooms, instructional or common areas, and vehicles, or allowed in

offices during operational hours. Operational hours are defined as when the public or students have general access to buildings or offices. For example, if classes are being offered on a particular floor of a building until 10 p.m., then the operational hours for that floor will end at 10 p.m.

During non-operational hours, domestic animals are allowed in employee offices and should only occupy common areas, such as hallways, when needing to travel to and from the employee's office.

### **Sanctions**

Employees who violate this policy will be asked to remove the animal from College property and may be subject to disciplinary action.

END OF POLICY

---

See also:

Student Code of Conduct, Board Policy No. 6.210  
Procedures for Discipline and Dismissal of Personnel, No. 4.505-P