

Emotional Support Animal Policy & Contract

Reed College

While animals other than small caged animals are generally prohibited in residence halls at Reed College, the College will consider a request by an individual with a disability for an Emotional Support Animal, provided that the animal is necessary because of a disability and that the accommodation is reasonable.

Students must follow the housing accommodation request procedures outlined by the office of Disability & Accessibility Resources to request the presence of a support animal as a housing accommodation. No individual may keep a support animal in college housing at any time prior to the individual receiving approval for an emotional support animal as a reasonable accommodation.

Definitions (per Reed College's Animal Policy)

- A. Handler: A handler is a person that assumes responsibility for an animal. This includes, but is not limited to, a pet-sitter or dog walker.
- B. Owner: The person ultimately responsible for the licensing, behavior, actions, medical care, shelter, and general health of their animal.
- C. Service Animal: A service animal is defined by the Americans with Disabilities Act to be limited to certain species, and individually trained to do 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 with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. For the purposes of this policy, the definition of a service animal shall remain consistent with the ADA definition, as published on the ADA website (http://www.ada.gov/service_animals_2010.htm). In addition, "Service Animal" shall also mean trained animals used by government agencies in police and rescue work (Multnomah County Code, 13.002 Definitions).
 - a. Service Animals are permitted to accompany persons with disabilities in all areas of Reed's facilities, including in College Housing, where students, members of the public and other participants in services, programs and activities are allowed. Service Animals should be controlled with a leash, harness, voice, signals or other effective means.
- D. Support Animal: Support Animals include emotional support animals or therapy animals that mitigate one or more identified symptoms or effects associated with a handler's or

owner's disability by providing emotional support, well-being or comfort. Unlike Service Animals, a Support Animal does NOT need to be trained to perform disability-specific work or tasks, and may include species other than dogs. Support Animals may be qualified by a letter from a licensed healthcare provider.

- a. Support Animals are generally not permitted to accompany persons with disabilities in public areas, including Commons, but may reside in College housing when necessary to afford a student with a disability an equal opportunity to use and enjoy College housing.
- E. Wildlife: Wildlife is any undomesticated, free-ranging vertebrate. This includes native and non-native animals, as well as any unlicensed feral domestic cats.
- F. Pet: Any animal owned and/or handled by a person that is not specifically designated as a Service or Support Animal, and is not considered Wildlife. For purposes of this policy, the term "pet" is considered synonymous with Companion Animal.

Student Information

Student Name: _____ Student ID: _____

Phone Number: _____ Email: _____

Animal Information

Animal name: _____

Animal species and breed: _____

Animal age: _____

Animal sex: _____

Animal weight (lbs): _____

General description of the animal (color, appearance):

Veterinarian name: _____

Veterinarian phone: _____

Emergency Contacts

The cost of care, arrangements and responsibilities for the well-being of an animal are the sole responsibility of the owner at all times. The animal cannot be left in the care of other residents while the owner is gone unless the situation is unforeseen or deemed an emergency. Students must identify two local people (either Reed community members or Portland-area residents) who could be contacted to care for their animal on short notice in case of an emergency.

The people Reed staff can contact to care for the animal in case of emergency are:

Local (Portland area) contact 1:

Name: _____

Phone number: _____

Email address: _____

Local (Portland area) contact 2:

Name: _____

Phone number: _____

Email address: _____

Animal Care

- The cost of care, arrangements and responsibilities for the well-being of an animal are the sole responsibility of the owner at all times.
- Animals must be housebroken. The owner and/or handler is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste, such as dog feces, must be immediately retrieved by the owner and/or handler, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters.
- The owner and/or handler must effectively control the animal at all times (voice command, leash, or otherwise). If the animal cannot be effectively controlled, permission to keep that particular animal in Reed housing will be rescinded until such time that the problem is rectified.
- Emotional Support Animals must remain in the owner's room when inside campus housing. The animal must be under the direct supervision of the resident owner or handler when moving through the building.

- Animals are not permitted to be off-leash or otherwise unrestrained within any common use area of any Reed College facility. Examples include, but are not limited to, building lobbies, hallways, atriums, auditoriums, and similar areas used as common spaces or designed as transit paths through facilities.
- Routine care for the animal is expected for health and safety reasons, and includes: flea and tick prevention, deworming, rabies, other routine vaccinations and annual examinations. The College has the right to request documentation relevant to these health and safety concerns at any time during the animal's stay in residence.
- The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The College reserves the right to request documentation showing that the animal has been licensed.
- Animals, when applicable, must be registered with Multnomah County. Multnomah County requires all dogs and cats to be vaccinated for Rabies in order to be licensed.
- Support animals may not be left overnight in on-campus housing to be cared for by any individual other than the owner. If the owner is to be absent from their residence hall overnight or longer, the animal must accompany the owner.
- Over break periods, animals must be removed if the resident will not be on campus. Residents are not permitted to give their key or swipe card to community or non-community members to care for their animal. Animals that are left unattended by their owners for more than 24 hours will be considered abandoned, and will be reported to Multnomah County Animal Services.
- The owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the animal and/or sanctioning for the individual. Reed reserves the right to contact Multnomah County Animal Control.
- The owner is solely responsible for the health and safety of the animal. Reed College personnel shall not be required to provide care or food for any support animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
- All animals must have a tag with the animal's name and a contact phone number for you, the owner, in case of emergency—unless there is a prior agreed upon exception. The tag should not have any information regarding the hall and room in which you reside.

- The owner is responsible for ensuring that the support animal is contained, as appropriate, when the owner is not present during the day while attending classes or other activities.
- The owner must keep a crate or carrying case in their private individual living accommodations at all times. The crate or carrying case must be sufficiently large to contain and/or transport the animal.

Owner Responsibilities

- The owner must submit a completed [Animal Registration Form](#) prior to bringing the support animal into campus housing.
- The individual must provide written consent for relevant Reed personnel (e.g., Disability & Accessibility Resources and/or Residence Life staff) to disclose information regarding the request for and presence of the support animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life professional and paraprofessional staff, and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.
- The owner is responsible for any damage or injuries caused by their animal(s) and must take appropriate precautions to prevent property damage or personal injury.
- The owner will be responsible for covering all costs of returning the unit to the same condition of move-in that are not due to normal wear and tear as reported via the Room Inventory completed by the resident upon moving into the room. This may include the cost of repairing or replacing damaged furniture, cleaning all carpets and furniture to remove pet odors, dander, hair, etc.
- Residence Life will inspect the residential unit on a regular basis as part of routine health and safety checks of all residential space (see housing contract). If fleas, ticks, or other pests are detected through inspection, the unit will be treated using fumigation methods by college approved pest control services. Those costs will be billed to the owner's student account.
- The owner is responsible for assuring that the animal does not interfere with the orderly operation of the community or cause difficulties for other residents (this includes, but is not limited to, issues of a sanitary nature, noise concerns, or concerns for the safety of persons and/or physical property). Noise concerns include, but are not limited to, barking, meowing, whining, and scratching. The owner must remain sensitive to residents with allergies and to those who fear animals to ensure a positive residential community.

- The owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations. The owner can do this either individually or in a group setting. The preferred method is in person, but an email would also suffice.
- Reed Residence Life has the right to reassign the owner to a different room if care of the animal or interactions with others become a concern.
- If the owner requests maintenance for the room, they must coordinate with Reed Maintenance on a time that will work with their schedule to be present for the maintenance. If the student is not present for the maintenance work, it is the student's responsibility to ensure the animal is crated or appropriately contained while maintenance work is being performed.
- Should the support animal be removed from the premises for any reason, the owner is expected to fulfill their housing obligations for the remainder of the housing contract.
- The animal is allowed in on-campus housing only as long as it is necessary because of the owner's disability. The owner must notify Disability & Accessibility Resources in writing if the support animal is no longer needed or is no longer in residence.
- To replace a support animal, the new animal must be necessary because of the owner's disability and the owner must follow the College's accommodation request procedures. The student may not bring the new animal into College housing unless and until the student is issued an accommodation from Disability & Accessibility Resources for the new animal to reside with the student in College housing as an emotional support animal.

Grievance and Sanctioning Guidelines

1. The grievance process is as follows:
 - a. 1st observed or reported instance: The owner and Residence Life staff member have a discussion about the concerns that do not fit within the behavior parameters outlined in this checklist.
 - b. 2nd observed or reported instance: The owner and Area Coordinator have a meeting and create a written action plan to address the concerns that do not fit within the behavior parameters outlined in this checklist.
 - c. 3rd observed or reported instance: The owner is informed the animal must be removed from housing within a specific timeline.
2. The appeals process is as follows:
 - a. The owner may appeal the animal's removal within 24 hours of being notified
 - b. To submit an appeal, students must email a statement to the Student Life office explaining the circumstances of the appeal and their request.

- c. The Dean or their designee will review the statement and make a decision in consultation with relevant colleagues. They may also ask the owner to meet in person. Appeal decisions are considered final.
3. In accordance with the Animal Policy, any animal that poses an immediate threat to the safety of community members or other animals may be removed immediately from Reed College campus without prior notification of the owner, bypassing the sanctioning process outlined above. Residence Life and the Office of Community Safety may enforce any such exclusion until the Vice President and/or an appropriate judicial body review the exclusion, or until the animal no longer poses a threat to members of the community.

Acknowledgement & Release of Information Consent Form

I have read and understand Reed College's Emotional Support Animal Policy and Contract and I agree to abide by the requirements applicable to support animals. I understand that if I fail to meet the requirements set forth in the Policy, Reed College has the right to remove the support animal and I will be nonetheless required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract. I understand that if I have questions, concerns, or need assistance that I will contact Disability & Accessibility Resources.

I furthermore give permission to the Disability & Accessibility Resources office to disclose to others impacted by the presence of my support animal (e.g., Residence Life staff, potential and/or actual roommate(s)/neighbor(s)) that I will be living with an animal as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the support animal and/or resolving any potential issues associated with the presence of the support animal.

I further recognize that the presence of the support animal may be noticed by others visiting or residing in College housing and agree that staff may acknowledge the presence of the animal, and explain that under certain circumstances emotional support animals are permitted for persons with disabilities.

Student signature

Date

(To e-sign: Type your full first name, last name, and Reed ID number)