



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 6/09	Revision Date:	Page: 1 of 1
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GENERAL STATEMENT OF POLICY

It is the policy of the University to maintain a healthful educational environment. Animals can pose a liability risk and threat to the health and safety of the campus community, as well as to a healthful educational environment through allergy, excessive noise, animal bites, and disease transmission via fleas, ticks, parasites, viruses, bacteria, etc. Animals on campus can also be destructive causing damage to grounds, buildings, and property.

This policy standardizes the university's position on the management of animals on campus. The university prohibits individuals from bringing animals inside any university-controlled buildings, except for those animals that are exempted in the operating procedures. In addition, while on university-controlled property, animals must be attended and appropriately restrained at all times.

The Vice President for Finance and Administration is responsible for developing operating procedures to implement this policy.



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OPERATING PROCEDURES

1. Animals under the control of an adult (ie., 18 years or older) are permitted on university property, but are not permitted within university-controlled buildings or on any athletic field. University-controlled property includes any University Foundation owned or leased property.

**Exceptions -**

- A. Service animals, as defined by the American with Disabilities Act, as amended, while performing their duties to provide ADA accommodations for persons with disabilities.
  - B. Animals used in university laboratories or classrooms for official research, classroom instruction or observation purposes.
  - C. Animals used by law enforcement or emergency personnel in the exercise of their official duties.
  - D. Animals used during a theatrical or touring entertainment performance.
  - E. Aquatic animals in aquariums of 29 gallons or smaller in residence halls.
2. Animals (e.g. cats, dogs, monkeys, etc.) must be leashed to be under the control of an adult per Cape Girardeau Ordinances 6-1, 6-26 and 6-36.

**Exceptions -**

- A. Service animals while performing their duties to provide ADA accommodations for persons with disabilities.
3. A loose animal trailing a leash, or one tied to a fixed object, is not under the control of an adult.
  4. Animals that are unleashed, or leashed and unattended, on University property are subject to impoundment.
  5. An animal left unattended in a motor vehicle on university property is subject to impoundment if it becomes a nuisance or if the welfare of the animal is threatened.



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6. Any person bringing an animal onto university property shall be responsible for removal of any feces deposited by the animal, as well as the clean up of any other waste products or damages done by the animal to university property.
7. Any animal found within a University-controlled building may be impounded. Impounded animals may be reclaimed by the owner at the Southeast Missouri Humane Society upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.
8. Repeated violations of this policy and operating procedures by University members should be reported to the Office of Student Conduct (student violations) or Human Resources (staff and/or faculty violations) for appropriate action. Reported violations will be investigated by the appropriate office and may result in disciplinary action in accordance with the Southeast Student Code of Conduct or faculty/staff handbooks.
9. Employee requests for exemption under these procedures as accommodation under the Americans with Disabilities Acts (ADA) should contact the Director of Human Resources. Student requests for exemption and accommodation under the ADA should be made to the Director Learning Program and Disability Support Services.