

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
RESIDENTIAL HABILITATION CENTER  
STANDARD OPERATING PROCEDURE

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TITLE: ANIMAL MANAGEMENT 101.3

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**PURPOSE**

To allow authorized pets on residential habilitation center (RHC) campuses and protect clients and employees from wildlife and stray animals.

**SCOPE**

This policy applies to employees, clients, visitors, and volunteers at the RHCs. This policy does not pertain to service animals.

**PROCEDURES**

A. Wildlife and stray animals

1. RHC employees must report disruptive wildlife to facility administration.
2. RHC employees must report stray animals to animal control.
3. Feeding wildlife and stray animals is strictly prohibited.

B. Authorized Pets

1. RHC employees and visitors may bring authorized pets to campus.
2. An RHC client may own and care for an authorized pet.
3. To be authorized, a pet must be:
  - a. Housebroken;
  - b. Vaccinated according to a standard veterinary schedule; and
  - c. Approved by the Superintendent or designee.
4. When a client has an authorized pet, the client's interdisciplinary team must:

- a. Ensure the rights, preferences, and medical needs of other clients in the living unit are not compromised by the animal living in the unit;
- b. Develop a care plan for the pet, which must include:
  - 1) A supervision plan for the pet;
  - 2) Risk factors and plans to protect or intervene if needed;
  - 3) Client role and outcome;
  - 4) Establishing who will pay for the pet's food, veterinary bills, and other necessary expenses; and
  - 5) Establishing who will maintain the pet's hygiene.
5. Any person with an authorized pet or emotional support animal on campus must:
  - a. Keep up-to-date pet immunization records on file at the facility;
  - b. Keep dogs on leashes at all times unless the dog lives on campus or is in the dog park;
  - c. Ensure the pet or support animal wears an identification tag at all times;
  - d. Upon request, provide a copy of the pet's license to RHC staff;
  - e. Clean up any waste left by dogs on grounds;
  - f. Ensure all pets and support animals are bathed and groomed (e.g., hair and toenails trimmed, healthy teeth);
  - g. Be aware of client allergies to pets;
  - h. Accept financial responsibility for injuries or damage caused by the pet or support animal.
6. Only one pet may reside in a unit unless prior approval is obtained from the Superintendent or designee.
7. Animals are not allowed in food prep areas.
8. Any animal bites, scratches, or other injuries to a client must be reported promptly to nursing and an incident report must be written.

- C. The RHC is not responsible for any injury or harm that may come to an authorized pet or emotional support animal while on state property.
- D. If necessary, the Superintendent or designee may ask a pet owner to remove their authorized pet or emotional support animal from campus.

**AUTHORITY**

WAC [388-97-0980](#) *Pets*

**DEFINITIONS**

**Authorized pet** means a domestic animal, such as a dog, cat, or fish that is approved by the Superintendent to visit or live at a residential habilitation center.

**Emotional support animal** means an animal that provides companionship, relieves loneliness, and helps with depression, anxiety, and certain phobias, but is not trained to perform tasks that assist people with disabilities.

**Service animal** means a dog trained to perform tasks for the benefit of a person with a physical, sensory, psychiatric, intellectual, or other disability.

**SUPERSESSION**

None.

Approved: /s/Deborah Roberts  
Deputy Assistant Secretary  
Developmental Disabilities Administration

Date: \_\_\_\_\_  
February 15, 2019