Louisiana State University
Department of Residential Life
Pet Policy

RLOP: 07

PET POLICY

Scope: Residential Life

Issued: June 1, 2012

Revised: July 7, 2017

Policy

1. This policy applies to professional staff/faculty members (“staff member”) that are required to live within a Residential Life community as part of their job responsibilities.

2. For the purpose of this policy, pet shall refer to a cat or dog. No other animals, except fish, are allowed within Residential Life property unless required for a disability and approved as an accommodation.
   a. Only domesticated, de-clawed cats will be permitted.
      i. A waiver to the de-claw requirement may be requested by a new employee who currently owns a cat. The request must include information regarding the reason for not de-clawing the cat.
   b. Dogs are not to exceed a weight of 25 pounds when full grown and must successfully complete temperament testing with the LSU School of Veterinary Medicine and provide a completed Temperament Testing Form found on page 7.
      i. Puppies will be tested prior to occupancy and again at one year of age.
      ii. Existing employees with a dog will be required to successfully complete temperament testing to retain their dog on campus.
      iii. A waiver to the 25 pound limit may be requested by a new employee who currently owns a dog, provided that the dog successfully completes temperament testing with the LSU School of Veterinary Medicine.
         1. In no case will any of the following breeds be permitted: Alaskan Malamutes, Boxers Chows, Cane Corso, Dalmatian, Doberman Pinschers, German Shepherds, Great Danes, Huskies, Presa Canario, Pit Bulls, Rottweilers, Staffordshire Terriers, Wolf Hybrids and/or mixes of the above.
         iv. The dog/puppy and owner will be required to obtain AKC Canine Good Citizenship certification (http://www.akc.org/dog-owners/training/canine-good-citizen/) within three months, if not already certified. Training costs from $200 to $300 and the test will cost $25 to $30.
c. Pets are considered “indoor” pets and cannot be penned or leashed outside or let out to roam free. The pet must be under a standard measure of restraint when outside the apartment (leash or carrier).

3. There is a **one pet** limit per staff member apartment.
   a. Requests for exceptions to this policy must be submitted in writing and attached to the *Pet Request Form*. The request will be determined by the Director of Residential Life and Education prior to the pet entering apartment.
   b. Exceptions are intended only for new employees or existing employees with a pet from a previous version of the policy that already own more than one pet. The maximum is two dogs, one dog and one cat, or two cats per apartment.

4. The staff member will be required pay a **$350 non-refundable** pet fee. The staff member is responsible for and shall pay for all damages within the apartment/community incurred by the pet in addition to this fee. To prevent a new staff member’s pet-related health concerns, the departing staff member must make all necessary amends and cover all costs to return the apartment to a pet-free living environment (i.e. carpet steam cleaned, draperies cleaned, treatment for fleas and ticks, etc.).

5. The staff member must complete the *Pet Request Form* and receive approval from the Director of Residential Life and Education and direct supervisor prior to bringing the pet to campus.
   a. Prior to approval, the following must be notified by Director of Residential Life and Education or designee:
      i. Director of Housing
      ii. Associate Director of Housing Operations
      iii. Custodial Supervisor for Community
      iv. Director of Financial and Human Resource Services
      v. Assistant Vice President for Residential Life & Housing
      vi. Director of Communications & Administration
   b. The request for a pet by a staff member will not be approved nor the staff member notified until the above notifications are completed.

6. The staff member must provide the following documentation to the Assistant Director of Residential Life and Education for Conduct, Advocacy & Accountability prior to the pet entering the apartment:
   a. The pet must be neutered/spayed.
      i. A pet not yet old enough for surgery at the time of arrival in the community must have the aforementioned documentation presented no later than the date specified at the time of approval.
   b. The pet must have all vaccinations, immunizations, tags and be registered with Animal Control as required by East Baton Rouge Parish. See [http://brgov.com/dept/animal/petowner.htm](http://brgov.com/dept/animal/petowner.htm) for more information.
   c. The pet must be treated for fleas and ticks as recommended by veterinarians.

7. All liability for the actions of the pet is the responsibility of the staff member. The Department of Residential Life will assume no responsibility for the pet and/or its actions. The staff member must have Liability Insurance with a minimum coverage of $300,000 that does not contain a pet exclusion. All liability for the actions of the animal in direct contact with others (bites, scratches, etc.) is the responsibility of the staff member, not the Department of Residential Life or Louisiana State University.

8. The pet must be kenneled, removed from the apartment or under the direct control of the staff member whenever Housing, Facility Services or other staff members enter the
apartment for routine maintenance and/or work order response. Appropriate actions must be taken when the pet cannot occupy the staff apartment for a given period of time (i.e., pesticide spraying, etc.)

9. Documentation regarding a staff member’s pet will be maintained by the Assistant Director of Residential Life and Education for Conduct, Advocacy & Accountability.
   a. The following documentation must be updated/provided to the Assistant Director of Residential Life and Education for Conduct, Advocacy & Accountability by July 1 each year:
      i. Vaccination Records
      ii. Immunization Records
      iii. East Baton Rouge Parish Tags
      iv. East Baton Rouge Parish Registration
      v. Flea and Tick Treatment Records/Verification

10. Apartments housing a pet will be inspected every six (6) months by Housing and/or Residential Life & Education staff members for cleanliness and damages.


Emergency Response

The pet may become disoriented from the smell of smoke in a fire, from sirens, wind noise, or from shaking and moving ground. The pet may be confused from the stressful situation. The pet may be trying to be protective and, in its confusion, is not automatically considered harmful. However, the emergency response team’s first effort will be toward the staff member; this may necessitate leaving the pet behind in certain emergency evacuation situations.

1. During a scheduled fire drill, the pet will remain kenneled/crated in the apartment.
2. During an unscheduled fire alarm, the pet should be leashed or crated and taken straight outside.
3. If the staff member is not present during an unscheduled fire alarm, there is no expectation that another staff member or student will risk their own safety for the pet. However, a notation may be made on any building rosters that there is a pet/service/assistance animal in that apartment so that other staff members on call can notify the fire department so that they may take any appropriate action.

Community Standards

1. The staff member will take all reasonable precaution to protect University property and the academic atmosphere of the residence hall. This includes the training, use of training aids and use of restraint devices.
2. Anytime the pet is outside the staff member’s apartment, it must be maintained under standard restraints as outlined by East Baton Rouge Parish (http://www.brgov.com/webware/Default.aspx?Message=1510&t=-1).
   a. If a pet is present within a staff member’s office or elsewhere within the community outside of the apartment, the staff member must post signage stating the presence of the animal to the community.
      i. Signs will be provided to the staff member upon approval of the pet.
   b. The pet must be returned to the staff member’s apartment if a member of the community requests that the pet not be present.
3. The Department of Residential Life may exclude/remove a pet immediately at the discretion of Residential Life when it is determined to pose a direct threat to the health or safety of others.

4. A pet that constitutes a nuisance to the community, as determined by the Assistant Vice President for Residential Life & Housing (AVPRLH), Director or supervisor, must be removed within seven (7) calendar days upon notification, or sooner, if deemed necessary.

5. The Department of Residential Life has the authority to temporarily or permanently exclude a pet from its grounds or facilities if the pet’s behavior is unruly or disruptive, in ill health, or habitually unclean. The Department has adopted a “one-bite policy” which requires a pet to be removed from university property after a single occurrence of biting or other aggressive behavior. The decision to exclude a pet from the residential facility will be made by the Assistant Vice President for Residential Life & Housing if the animal is deemed an immediate threat to the health and safety of others.

Animal Health and Well-Being

1. All animals must have all veterinarian-recommended vaccinations to maintain the animal’s health and prevent contagious diseases. The University reserves the right to request updated verification at any time during the animal’s residency. Documentation shall be maintained at the residence.

2. All animals, if taken outside the residence, must wear identification tags with a campus address, and a current rabies tag.

3. Animals that are ill should not be taken into public areas. A person with an ill animal may be asked to leave University facilities or remove the animal from campus. Upon reasonable suspicion that the animal is ill, Residential Life can require examination by a veterinarian.

Animal Cleanliness

1. The staff member is responsible for properly containing and disposing of the Animal’s liquid and solid waste (e.g. urine, feces).
   a. Indoor animal waste, and/or used litter, must be disposed of in an outside trash dumpster. The litter will be changed weekly and pet waste separated from the litter twice each week or more frequently to avoid odors. Litter boxes may be placed on mats to minimize contamination of carpeted surfaces.
   b. Outdoor pet solid waste must be immediately retrieved by the handler, placed in a plastic bag and securely tied before being disposed of in an outside trash dumpster.
   c. A designated pet walk area may be provided in certain residential areas.
   d. In the event that the staff member is not physically able to clean up after the animal, it is then the responsibility of the staff member to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:
      i. Always carry equipment sufficient to clean up after the Animal’s feces whenever the animal is on campus
      ii. Properly dispose of waste and/or litter in appropriate containers, an outside trash dumpster.

2. Staff members are responsible for feeding, watering, and other maintenance for the health and safety of their pet within the confines of their apartment.

3. An animal’s food should be kept in a closed container within the staff member’s apartment.
4. If the Animal vomits, urinates, leaves solid waste, and/or becomes incontinent, it is the responsibility of the staff member to make sure the contaminated area is cleaned up immediately. If the contamination occurs indoors, clean-up must include disinfectant of the area and carpet or floor treatment to minimize damage to the facility. All matter must be disposed of in an outside trash dumpster.

5. Bathing or cleaning of a pet is expected to avoid significant odors and/or to manage shedding. Staff members may use showers/tubs within their apartment, otherwise they should use an off-campus service.

6. Staff members are responsible for taking effective precautions to avoid flea and tick infestations. If the animal is found to have fleas or ticks, the staff member will be responsible for eliminating the fur coat infestation and laundering all pet bedding. Residential Life may monitor and inspect for possible infestations. If fleas, ticks or other pests are detected on the pet and/or within the residence it will be treated using approved methods by a university-approved pest control service. The staff member will be billed for the expense of any required pest management due to the actions or negligence of the staff member.

**Staff Member Responsibilities**

1. The staff member is responsible for assuring that the pet does not interfere with the routine activities of the University and residence or cause difficulties for students who reside there. Sensitivity to residents, staff and faculty with allergies, and to those who fear animals, is an important consideration for the handler in order to ensure a community environment that supports the individual needs of all who reside or work at the University.

2. The staff member will be provided a pet permit sticker that will be fixed on the outside door of their residence to provide notice that a pet is residing inside.

3. The staff member must provide the Department of Residential Life with a completed “Pet Request Form”, and “Animal Temperament Testing” form, plus proof of vaccinations/immunizations, Spay/Neuter date, and registration number with East Baton Rouge Parish.

4. The staff member is financially and legally responsible for any injuries, which the staff member, guests in its home, or any third person who may have contact with the animal, may sustain, including, but not limited to: illness, personal injuries, and damage to property caused by the animal.

5. The staff member is responsible for any expenses that are required due to costs incurred for cleaning or repair to the residence or surrounding property, which is not considered ordinary wear and tear, including, but not limited to, any replacement of furniture, carpet, drapes, or wall covering. The staff member is responsible for reimbursing these costs upon repair and/or move-out. The Department of Residential Life reserves the right to bill the staff member or request payroll deduction for all damages or deficiencies with the room condition.

6. If fleas, ticks or other pests are detected within the residence it will be treated using approved fumigation methods by a University-approved pest control service. The staff member will be billed for the expense of any required pest management.

7. The pet may not be left overnight in University housing to be cared for by any individual other than the staff member. If the staff member is away from his/her residence hall or apartment overnight or longer, the animal must accompany the staff member. The staff member is
responsible for ensuring that the animal is contained appropriately when the staff member is not present during the day.
# Louisiana State University
Department of Residential Life
Pet Request Form

## STAFF MEMBER INFORMATION

<table>
<thead>
<tr>
<th>Last Name, First Name</th>
<th>LSU 89#</th>
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<thead>
<tr>
<th>Live-In Staff Position</th>
<th>RLC</th>
<th>FIR</th>
<th>Other</th>
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<th>Phone #</th>
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## PET/ANIMAL INFORMATION

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<tr>
<th>Type of Animal</th>
<th>Dog</th>
<th>Cat</th>
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<tr>
<th>Breed of Animal</th>
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<table>
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<tr>
<th>Date of Birth</th>
<th>Spay/Neuter Date</th>
<th>Vaccination Date</th>
<th>Immunization Date</th>
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<thead>
<tr>
<th>East Baton Rouge Parish Registration Number</th>
<th>Flea/Tick Treatment Date and Ongoing Treatment Plan</th>
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<tr>
<th>Name of Animal</th>
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<tr>
<th>Temperament Testing Results</th>
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## PET POLICY AGREEMENT

**ACCEPTANCE OF AGREEMENT.** Provide your signature and the date below in the designated blanks at the end of this Agreement. By signing this Agreement you are agreeing to the terms and conditions set forth below and in RLOP:07: Pet Policy.

My signature indicates that I have read, that I understand, and that I agree to the terms and conditions contained in the *Pet Policy.*

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Live-In Staff Member Signature & Date
## PET/ANIMAL INFORMATION

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<tr>
<th>Breed</th>
<th>Date of Birth</th>
<th>Name of Animal</th>
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<tr>
<th>Description</th>
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### Observations:


### Recommendations:


### Approved for On-Campus Housing

- [ ] Yes
- [ ] Yes, with Conditions (See Recommendations)
- [ ] No

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Veterinarian Signature: ____________________________
Printed Name: ____________________________
Date: ____________________________
Please complete the following information:

Veterinarian’s Name and/or Clinic Name ______________________________________________________
Address ________________________________________________________________________________
City State Zip ___________________________________________________________________________
Phone Number & Fax ______________________________________________________________________

Animal’s Information:
  Owner’s Name: _________________________________________________________________________
  Animal’s Name: _______________________________________________________________________
  Animal Type and Breed: __________________________________________________________________
  Sex______________ Spayed/Neutered _______________________________________________________

Please check all that apply:
• Vaccinations
  Dog:
    □ DHLPP + C (Distemper, Hepatitis, Leptospirosis, Parovirus, Parainfluenza, Corona)
    □ Bordetella
    □ Rabies
  Cat:
    □ Rabies
    □ FVRCP (Feline Viral Rhinotracheitis, Calicivirus, Panleukopenia)
    □ ______________________________________

I verify the above mentioned animal has all current vaccinations as required by the City of Baton Rouge and State Law.

I verify that all the above vaccinations are and will remain current through one year or as instructed by veterinarian.

I verify that the above mentioned animal has been given a stool sample test for internal parasites and that the stool sample was found to be negative for parasites known or suspected of infecting humans, including roundworms, whipworms, hookworms, tapeworms, and Giardia sp; or that the animal has been appropriately treated for these parasites. I further verify that the above mentioned animal has been treated and/or examined and found to be free of flea infestation.

I verify that the above animal is in general good health.

Veterinarian Signature ___________________________ Date ____________________
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<th>For Department of Residential Life Use Only:</th>
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<tr>
<td>Date Pet Request Form Received: ____________</td>
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<td>Supervisor’s Signature &amp; Date: ______________</td>
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<td>Request (Circle One)</td>
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<td>____________________</td>
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<tr>
<td>Director’s Signature &amp; Date: ________________</td>
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<td>Date Documentation Received by Assistant Director of Conduct, Advocacy &amp; Policy</td>
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<td>Notification of Pet Emailed to Following:</td>
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<tr>
<td>_______ Assistant Vice President for Residential Life &amp; Housing</td>
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<tr>
<td>_______ Director of Communications &amp; Administration</td>
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<tr>
<td>_______ Director of Housing</td>
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<tr>
<td>_______ Associate Director of Housing Operations</td>
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<tr>
<td>_______ Custodial Supervisor</td>
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<tr>
<td>_______ Director of Financial &amp; Human Resource Services</td>
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<tr>
<td>_______ $350 Deposit Paid</td>
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