

Therapeutic Assistance Animal Application for Approved Access to King County Facilities

Purpose

King County does not allow pets in King County owned or leased buildings. Employees needing a medical accommodation for a service animal needs to contact their local HR representative to start the disability accommodations process.

Agencies wishing to use Therapeutic Assistance Animals in the course of business that requires the animals to be in County owned or Leased space must complete this application form. This form must be signed by the requesting agency's division director and submitted to customercareservices.fmd@kingcounty.gov in the Facilities Management Division. FMD will respond to your request within 10 working days after receipt.

Policy - See King County Policy

Policy for county agency sponsored working animals used in a therapeutic /comfort capacity --- Business Function

The following must be agreed to by the agency Director:

- The requesting King County agency accepts responsibility for:
 - cleaning costs
 - animal's behavior
 - ensuring the animal will not adversely affect the facility's operations
 - wears special identifying gear
- FMD will review and approve or deny request:
 - If in a leased location, FMD will contact the appropriate property managers to obtain approval for the request.
 - FMD will notify the agency director or assigned contact of the decision within ten (10) working days.

Definitions

Therapeutic Assistance Animal:

A Therapeutic Assistance Animal is a County Agency sponsored animal that is trained with a handler to provide comfort and support to people in an individual or group setting. These animals are used in the course of county business to meet operational objectives. They are considered pets and have no special rights under law.

Examples of Therapeutic Assistance Animals include animals used in courts to comfort victims during interviews, questioning.

Service Animal:

A Service Animal is an animal guide, signal or hearing animal, seizure response animal, or other animal as defined under King County ordinance that has been trained to do work, perform tasks or provide medically necessary support for the benefit of an individual with a physical, sensory, psychiatric, intellectual or other mental disability. Service animals may include companion, emotional support animals.

Pet:

Any animal not classified as a Service Animal or an approved Therapeutic Assistance Animal.

**Therapeutic Assistance Animal
Application for Approved Access to King County Facilities**

To be completed by employee responsible for the Therapeutic Assistance Animal

Date _____ Requesting Agency _____

Therapeutic Assistance Animal Primary Work Location: _____

Animal Breed and Description _____

Animal is licensed. License Information _____

Animal is current on vaccinations. Last Vaccination Date _____

This animal performs a business function for the agency. Describe type of work performed by Therapeutic Assistance Animal: _____

I have read the King County Policy FES-7-3-EP related to animals in King County facilities and agree to abide by the rules and guidelines.

Printed Name

Signature

To be completed by Agency Director or Elected Official

I support this request for an approved Therapeutic Assistance Animal and verify this animal is performing a business function for the agency. I have read the King County Policy **FES-7-3-EP** related to animals in King County buildings and agree to abide by the rules and guidelines.

Signature

Date

Printed Name

Title

Send request to FMD Customer Care Services team at: customercareservices.fmd@kingcounty.gov

Date Received: _____

- Appropriate Leased Space Landlord contacted
 - (attach copy of written communication to request)
- Reviewed by FMD Leadership Date _____
- Approved
- Denied (reason) _____
- Response sent to requestor
 - Date Sent _____
 - (attach copy of response to request)
- County ID provided to animal _____