

Marion County  
Business Services

Request for Exception  
Administrative Policy 525

Animals are restricted in Marion County owned, operated or leased facilities. The presence of service animals or working animals in county premises whose use or uses are on-going or frequent, require prior written approval from the Business Services Director as established in Administrative Policy # 525.

**Service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities.**

Animals may be allowed in department facilities if: (check applicable exception)

- A.  The animal is a Service Animal trained and required to assist an individual with a disability;
  - a. Do you have this service animal due to a disability? Yes  No
  - b. What work or task has the animal been trained to perform?
  
- B.  The Service Animal is in training or is trained to assist and is accompanied or directed by its trainer; or
  
- C.  The animal is a Working Animal as defined in Policy 525 other than a working animal in the Marion County Sheriff's Office or Dog Services.

Date: \_\_\_\_\_

Building Name: \_\_\_\_\_ Dept Head: \_\_\_\_\_

Division / Department: \_\_\_\_\_ Floor \_\_\_\_\_ Work Station \_\_\_\_\_

Name of person animal is assisting: \_\_\_\_\_ Phone#: \_\_\_\_\_

Date(s) needed for assistance: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved       Approved with Conditions (attached)       Not Approved