University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida
Draft Policy Submission Cover Memo Form

Policy No. and Title: 3-400.4 Non-Research Animal on Campus

Initiating Authority: Vice President of Operations

Initiating Authority Approval Date: 10/28/2026

Date of Submission for Review: 10/28/2026

Submitted by: Chief of Police and Associate VP of Public Safety

Department: Police

☐ New Policy ☑ Existing Policy (5-year Review) ☐ Existing Policy (Out of Cycle Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Updated responsible authority and initiating authority.

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Public Safety, University Operations, College Policy Liaisons, Faculty Senate

Stakeholder feedback must also be requested from the Faculty Senate and the College Policy Liaisons. By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

☒ College Policy Liaisons ☒ Faculty Senate

Regulatory Requirements (if applicable)**:** (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)

Robin Griffin-Kitzerow, AVP and Chief of Police, robin.griffin-kitzerow@ucf.edu

Draft - Non-Research Animals on Campus

Policy Number	3-400.4~~3~~
Responsible Authority	Associate Vice President for Safety and Security and Chief of Police
Initiating Authority	Vice President of Operations ~~and Chief Operating Officer~~
Effective Date	
Date of Origin	12/4/2007

APPLICABILITY/ACCOUNTABILITY

This policy applies to any university employee, volunteer, student, DSO employee, or member of the public who wishes to bring an animal(s) not related to instructional activity or research on to any UCF campus or into any facility controlled by the university.

The procedures listed below exclude the following categories of animals:

- law enforcement K-9 and equestrian units
- animals used as an accommodation under law, including Service Animals, Trainee Animals, and Emotional Support Animals (see UCF's Office of Nondiscrimination & Accommodations Compliance *Service and Emotional Support Animals Policy*);
- animals used for teaching or research (see the Office of Research, Office of Animal Welfare Institutional Animal Care and Use Committee (IACUC) Requirements Regarding the Necessity for Protocol Submission and Approval in Teaching and Research); and
- registered therapy animals used by the UCF Counseling and Psychological Services for therapeutic treatment.

To obtain an exemption to have a therapy animal (including therapy trainee animals) on university property, individuals must request approval from the Office of ~~Enterprise~~ Risk and ~~Insurance~~ Safety by emailing riskmanagement@ucf.edu.

All other exemptions or special circumstances will be evaluated on a case by case basis, including exemptions for special events such as concerts, athletic events, and guest speakers. A request for an exemption must be made through the Office of the Associate Vice President of Campus Safety and Chief of Police (AVP) via email to policedept@ucf.edu. The AVP or designee will have the sole authority to approve a request for exemption and such approval or denial will be communicated to the requesting party by email.

POLICY STATEMENT

To ensure a safe and healthy environment for the university community, it is the policy of the university to maintain animal control. As such, an animal must be under physical restraint and attended at all times to be allowed on campus. An individual who brings an animal onto university property or property controlled by the university is responsible for damage or injury caused by that animal and appropriate disposal of animal waste. If an animal disrupts the campus educational process, administrative process, or other campus functions, the owner or responsible party must remove the animal from campus immediately. With the exception of those animals excluded by this policy animals are not allowed on university property. The abandonment of animals on any UCF campus is strictly prohibited.

DEFINITIONS

Feral animal. A once-domesticated animal that has reverted to an untamed state.

Ride-out location. A location activated on the UCF main campus for specific individuals to ride-out a severe weather event.

Shelter. A location activated for either a short- or long-term duration, for individuals who have been displaced during an emergency or disaster.

Stray animal. Any domestic animal that is not under physical restraint, i.e., leashed or caged, whether accompanied by a person or not.

Therapy Animal. An animal that serves as part of animal-assisted interventions, which are goal-oriented and structured interventions in health, education, and/or human service for the purpose of therapeutic gains and improved health and wellness. The animals' responsibility is to provide psychological or physiological therapy to individuals other than their handlers. They are not considered Service Animals or Emotional Support Animals and have no special rights of access.

Wild animal. A non-domesticated animal living in its natural habitat.

PROCEDURES

A. General provisions

- An animal left unattended in a vehicle, or other area, that is perceived to be in distress is to be reported to the UCF Police Department for an appropriate response. A person who leaves an animal unattended may be prosecuted.
- The owner or responsible party who wishes to bring an animal on campus for a one-time display is required to comply with university regulations and follow the Safety Action for Event (SAFE) protocol for approval prior to bringing the animal on campus. This approval may require a certificate of insurance and animal health certificates. The owner or responsible party will be liable for any damage or injury caused by the animal while on campus. For additional information, please contact the UCF Police Department at 407-823-5555.
- It is the responsibility of Facilities Operations and Landscape and Natural Resources to collect and dispose of dead animals. To report a dead animal, call the Work Control Center at 407-823-5223.

B. Wild or feral animals

- Wild or feral animals will be left alone if no immediate threat to human safety or property is evident.
- If an animal is exhibiting dangerous or destructive behavior, or posing an immediate threat, notify the UCF Police Department immediately. The UCF Police Department will monitor the animal until Florida Wildlife Control, or another appropriate party is contacted and arrives on the scene. If the animal is deemed a threat and immediate intervention is required, the UCF Police Department may elect to remove the threat.

C. Stray animals

- Stray animals should be reported immediately to the UCF Police Department.
- Stray animals on campus grounds or in buildings will be turned over to local animal services.

D. Ride-out locations and shelters

- During the activation of a student, essential personnel, or general population ride-out location or shelter, animals will not be permitted in the ride-out locations and shelters, other than animals specifically excluded by this policy. Individuals who must be on campus during these times will need to make alternate arrangements for their pets and may bring them to a county-run, pet-friendly shelter.

RESOURCES

UCF Office of Nondiscrimintion & Accommodations Compliance - Service and Emotional Support Animals Policy

Institutional Animal Care and Use Committee (IACUC) Requirements Regarding the Necessity for Protocol Submission and Approval in Teaching and Research

UCF Regulation UCF-4.0292 Potentially Hazardous Events

Housing-Specific Policy Information

Student Accessibility Services:

UCF Athletics Game Day Animal Policy

Orange County Pet Friendly Shelters

Seminole County Pet Friendly Shelters

UCF Pet Plan Checklist:

RELATED DOCUMENT

Safety Action for Event (SAFE) Online Approval Form

CONTACTS

Office of the Chief of Police
407-823-5555
UCFPD Email: policedept@ucf.edu

History: 3-400 12/4/2007; 3-400.1 2/27/2009; 3-400.2 7/14/2014; 3-400.3 6/3/2021