



CITY OF DUBLIN

**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 3.13</b>	
<b>TO:</b>	All City Employees
<b>FROM:</b>	Timothy C. Hansley, City Manager
<b>SUBJECT:</b>	Policy Regarding the Presence of Animals within City Owned/Leased Buildings/Facilities
<b>DATE:</b>	October 2, 2001
<b>New Administrative Order</b>	

**I. PURPOSE**

The purpose of this Administrative Order is to establish a formal written policy regarding the presence of animals in City owned/leased buildings and facilities. Questions regarding this Administrative Order should be directed to the Office of the City Manager.

**II. DEFINITIONS**

Animal – For purposes of this policy, animal means any domesticated or non-domesticated animal, including family pets.

**III. POLICY**

The City of Dublin is dedicated to providing a safe, healthy, and productive environment for its employees and the public we serve. In that regard, effective immediately, all City employees and members of the public are strictly prohibited from bringing animals into any City-owned/leased building or facility, with the exception of the following:

- Special needs dogs, whose purpose is to provide assistance to those individuals with a legitimate disability (e.g. “seeing eye dogs”).
- Highly trained animals owned by the City or other governmental agencies which are used in official City business (e.g. drug dogs under the care and control of a law enforcement agency).

Employees are hereby instructed to immediately report any violations of this policy to their supervisors and/or Department/Division Heads.

This policy shall be strictly enforced by all Department/Division Heads and other supervisory personnel.