

SPECIAL OPERATIONS ASSOCIATION
STANDARD OPERATING PROCEDURE

ANNEX S

LAS VEGAS STORAGE UNIT

I. GENERAL.

- A. PURPOSE: This Standard Operating Procedure (SOP) annex is to standardize routine recurring operational and administrative procedures associated with the Las Vegas Storage Unit of the Special Operations Association (SOA).
- B. CONFORMITY. This annex and all actions taken to implement its directives will conform to the 2006 By-Laws of the SOA (as amended or dated later) and the Articles of Incorporation in the State of Texas, Charter Number 120709501, as amended by Certificate dated 2 January 2003 (or amended by Certificate at a later date).

II. ADMINISTRATIVE AND SECURITY PROCEDURES.

- A. KEYS: The SOA will maintain two keys to the SOA Las Vegas storage unit lock. One key will be maintained in Las Vegas by the SOA Administrator. The second key will be maintained by the SOA Treasurer. The Archivist will coordinate with the SOA Administrator for use of the key in Las Vegas as needed for his duties. If access issues arise, custody of additional keys may be authorized by the SOA Board of Directors (such as the President, the Archivist, etc.). Each authorized person with possession of an SOA storage unit key shall keep the storage unit key and gate code/access card in a secure place, and clearly marked with a notation that they are the property of the Special Operations Association, with a mailing address for the SOA.
- B. STORAGE LOGBOOK (See Appendix 1): The SOA Administrator will maintain a record of all existing storage unit lock keys on the first sheet of the Storage Unit Logbook, with full contact information for the custodian of each key, regardless of geographical location. The storage unit entry log will be kept in a convenient and secure location within the unit.
- C. ACCESS: When the storage unit is accessed, no fewer than two unrelated SOA-authorized persons shall enter the unit. Prior to physical entry into the storage unit, they will verify that the unit lock does not appear to have been tampered with since the previous entry and note that fact on the log sheet used for that entry. If the unit lock shows

evidence of tampering, do not touch the lock or enter, and report to the storage unit manager and local law enforcement officers that unit has potentially been unlawfully entered.

D. LOGBOOK ENTRIES: Immediately upon entering the unit, fill out the first blank log sheet page in the storage unit logbook, describing the following:

1. Date and time of entry access.
2. Names, titles (if any) and signatures of the persons entering the unit.
3. Purpose of access.
4. What (if anything) is to be removed and in whose custody the item/items is/are remanded. Nothing may be removed without prior approval of a majority vote of the Board of Directors.
5. Date and time of exit from the storage unit.
6. Any remarks or additional explanatory information.

E. EXIT: Upon exiting the storage unit, verify that the unit door is fully closed and securely locked prior to leaving the building.

III. EFFECTIVE DATE: This Annex becomes effective upon the dated signature of the Vice-President, SOA.

A handwritten signature in black ink, appearing to read "Michael Taylor", with a long horizontal flourish extending to the right.

Michael Taylor

Vice President

Approved by the Board of Directors on November 19, 2020

Appendix 1: STORAGE LOGBOOK

Date and Time of Access: _____

Names and titles (if any) of persons accessing unit:

Purpose of access: _____

Items or documents (if any) to be placed in or removed from the unit this entry: _____

Date and time of exit from storage unit: _____

Remarks: _____
