

# LONGSTREET'S CORPS PROVOST DEPARTMENT

## STANDARD OPERATING PROCEDURES

**REVISED:** January 31, 2011

### **1.) Background**

- 1.0) The Provost Department is created for the maintenance of good order and discipline within the Corps, ensure the following of Corps rules and regulations, and provide overall safety for events.
  - 1.1) Duties that are important in reenacting include: safe handling of weapons, good order and discipline, and theft prevention. With the need for safety not only in the field, but also in camp, the Provost Staff should be able to work alongside Law enforcement and Emergency personnel.

### **2.) Organization**

- 2.0) The Provost Department should be encamped near or at the entrance of the Corps General Staff.
  - 2.1) The Provost Department consists of a department head. Provost Officer with the rank of Captain or Lieutenant and a Provost Sgt Maj. If the size of the department warrants such positions. A minimum of a 1<sup>st</sup> Sgt and Second Sgt. with a possibility of two Cpl's. With at least six (6) privates. Additions may be made at the discretion of staff, if numbers or size of event warrant.
  - 2.2) All personnel working as/with Provost must have good communication and public relation skills. They must also be able to interact with reenactors, spectators, and public officials in any situation (good or bad) with a calm, collective, diplomatic attitude. They must be also able to not take situations personal.

### **3.) Duties**

- 3.0) To enforce all Rules and Safety Regulations and all orders issued by the Corps Staff.

- 3.1) To ensure all weapons inspection forms are submitted to the Provost Department.
- 3.2) Every “**organized**” company on the field should send one soldier with knowledge of safety, and at least one years reenacting experience to the Provost Department.
- 3.3) One Provost Guard should be assigned to each “**organized company’s**” camp to patrol while units are on drill or in battle.
- 3.4) In the event of a disturbance or an incident between reenactors that is not scripted, the Provost Department shall step in and separate those involved. In all cases the **Company Commanders** will be notified and if the offense is serious enough, the **Corps Commanders** along with the **Chief of Staff** will be informed and their input as to what to do will be asked and carried out. All personnel working with/ as Provost will keep a log of persons, events and times of all incidents they handle.
- 3.5) The Provost Department and/ or designated personnel, will make sure all Companies perform weapons and safety inspections on a daily basis, before taking the field in drills, tactical and battles. If asked, Provost Personnel will assist in inspections. Daily Ordnance/inspection reports are to be turned into the Provost Office on a daily basis.
- 3.6) Provost Department Staff will wear Provost Badges.
- 3.7) Provost Personnel who follow troops in the field, should wear a red armband with a black **PG** on it for easy identification. This will increase easiness of spotting personnel incase of emergencies or other instances where their presence would be needed immediately.
- 3.8) One radio will be left with the Provost Marshall, one left at the Provost Desk and one to follow each **Battalion** in each of the **Branches** of the Corps . This is to maintain proper communication throughout the entire event. Transmissions are to be restricted to official use only; no personal conversations.
- 3.9) Provost radios will use their own channels. This will keep overlapping to a minimum and keep other channels free. The Provost Marshall will be able to communicate on multiple channels so as to keep in contact with other Staff and personnel as required by the event and/or Command Staff.

- 3.10) A Provost Desk will be set at the entrance to Headquarters camp. Any non-Staff personnel wishing to enter camp must check in with the Provost Desk and the Guard on duty will verify who they are and their reasons for being there before admittance is considered. All Corps Personnel who wish to leave the camps i.e. - go to sutlers, vehicles, into town etc., must sign out at the Provost Desk with their name, destination and time. Upon returning, they must sign back in with the time of return. This is for accountability in the event that the Corps needs to find someone for any reason.
- 3.11) Provost personnel should follow the Corps to and from the field and while on the field. This is for any persons that might fall out of ranks while marching or in battle, and be able to assist them if needed. They will also make sure that nobody joins the formations/ ranks late without first identifying whom they are and that they are to be there, and making them do a weapons/ safety inspection before falling in line. Provost personnel along with any Ordnance personnel, who follow the Corps into battle, will watch for safe use of weapons and correct any unsafe practices when spotted. Provost personnel shall also check to make sure that nobody under the age of 16 is carrying a weapon on the field.

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