

4th Battalion & C.S. Artillery Corps

Provost Standard Operating procedures

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Section 1} Background

1.0 The Provost Department is organized to maintain good order and discipline within the Valley Division 4th Btn C.S. Artillery corps (4th Btn), enforce 4th Btn regulations, provide for general safety, serve the Staff, and provide support to the membership of the 4th Btn. Historically, many of the duties performed by Provost Departments have no basis or application in present day reenacting. However, other duties of that era remain vitally important to reenacting such as the safe handling, loading, and firing of weapons, preservation of good order and discipline within the Army, and the prevention of theft. Performance of these duties by the Provost Staff, coupled with the present day need for safety in camp and in the field, enforcement of regulations, and interfacing with Federal, State, and Local authorities, enable the Provost Department to serve the 4th Btn membership.

Section 2} Department Organization

2.0 The 4th Btn Provost Department shall be attached to and encamped with the general staff.

2.1 The 4th Btn Provost Department shall consist of a Department Chief with the rank of Major or Captain, and a Senior Provost Officer and a Senior Ordnance Officer with the ranks of Captain or 1st Lieutenant, a Provost Sergeant Major, a Provost First Sergeant, one Sergeant and up to six Corporals or Privates. Additional Corporals or Privates may be added if additional Battalions are added to the Rolls. These additions will allow the Department to meet specific safety obligations as stated in Section 3, of this document.

2.2 All 4th Btn Provost must be of appropriate age and demeanor to properly deal with all situations which may arise, if at all practicable the provost department should include current or former state local or federal law enforcement / security personnel. As approved by Command Staff.

Section 3} Duties of Provost Personnel

3.0 It shall be the duty of the Provost Department of the 4th Btn to enforce any and all approved and published regulations and any standing orders issued by the Staff of the Valley Division and 4th Btn, as well as any Federal, State or private land owners regulations which may apply.

3.1 It shall be the duty of the Provost Department Senior Officer or appointed officer or Sgt, Maj to ensure that all Battalion weapons and ordnance safety inspection forms be submitted to the Provost Department and compiled for further submission to the Battalion Commander or his appointed representative.

3.2 It is highly recommended that each Battery posts a Provost representative to patrol the boundaries of said Battery when the unit is out of the bivouac area on drill, tactical, or reenacting a battle. The presence of dependents of reenactors in camp does not constitute appropriate security and may not prevent theft, fire or vandalism.

3.3 It is highly recommended that each Battery post at least one Provost Guard as a roving patrol at such times as the camps are open to the general public for reasons of safety and security.

3.4 Battalion or Battery Commanders, Officers, Non-Commissioned Officers, and Provost Guards are responsible for maintaining good order in their respective camps. The Provost / Ordnance Department

shall intercede into any disagreement, altercation, or disturbance caused by any member of the 4th Btn or member's dependents if serious enough in nature, or if summoned by the respective Battery or Battalion Commander, for the purpose of adjudicating or settling any such dispute and restoring good order and discipline.

3.5 The Provost Department shall ensure that all Batteries present perform weapons/cannon safety inspections prior to any tactical or reenacted battle. The Senior Officer shall cause the reports to be submitted to the Battalion Commander. Provost Department personnel shall stand ready to assist Battalion and Provost personnel, if invited, in the performance of said inspections.

3.6 Provost Department personnel will wear Provost Badges denoting 4th Battalion Provost Guard / Marshal or if necessary, Red Armbands.

3.7 The Provost Department recommends that badges or armbands denoting Battalion or Regimental "Provost Guard on Duty" be worn and displayed by all such personnel. This is to ensure rapid identification of said Provost Guards on Duty by the Provost / Safety Department in times of emergency or urgency.

3.8 Provost Representatives shall accompany the Battalion or Battery assisting their Provosts Guards when on march to tactical or reenacted battles to prevent stragglers or deserters from leaving the formation. Furthermore, they shall intercept and prevent any and all independent or otherwise unknown reenactors from joining the ranks of any 4th Btn unit when on the march to, or at the site of a scheduled reenactment for safety, security and insurance reasons. Provost Department personnel shall also advance with assigned Battalion or Battery as they go forward into battle, keeping a safe distance behind so as to observe and monitor the safe handling, loading, and firing of weapons, and check all personnel taking hits to ensure that no real medical situation exists. When noting any unsafe practice, said assigned Provost Department personnel will address it with nearest the Battery Officer or NCO and request their assistance in correcting the matter.

3.9 It shall be the responsibility of all members and their dependents to promptly identify themselves to any Divisional, Battalion, or Regimental or Battery Provost when asked to do so.

3.10 The Provost Department representative shall request that the Battalion or Battery Commander remove from the field any member of the 4th Btn who presents a safety hazard to themselves and to those around them in the ranks due to unsafe handling, loading or firing of weapons, after having the unsafe practices brought to the attention of the person's Battery Commander, Senior Officer or Senior NCO present twice without the problem being rectified. Further, when in camp or bivouac, any 4th Btn member caught stealing, harassing others or disturbing the peace will be ejected from the event after seeking and obtaining the offenders Battalion or Battery Commander's concurrence. If, in the opinion of the Department Chief, it becomes necessary to recommend such a rejection, the Chief of Staff (CoS) will be notified prior to the Battalion or Battery Commander.

3.11 The Department Chief shall cause the members of the Provost Department staff to perform all tasks required to meet the needs of the Valley Division Commanding General, CoS or appropriate members of the Division Staff, higher Headquarters Staff or Event Staff.

Section 4} Incident Investigation

4.0 The Department Chief, his appointed representative (Senior Provost Officer or Senior Provost NCO), or the Commanding General's appointee shall personally investigate any mishap involving a weapon of any type resulting in an injury to a spectator or 4th Btn member, or reported theft of or vandalism to any property belonging to any member of the 4th Btn or member's dependents, including vehicles, if within the confines of and within the boundaries of the stated reenactment area. The Department Chief will, with CoS concurrence, act as 4th Btn liaison with any Federal, State, or local authorities who may be present during investigation of any such mishap, reported theft or act of vandalism.

Section 5} General Procedures

5.0 The Department Chief shall establish the Provost Headquarters adjacent to the entrance to the 4th Btn Headquarters or in such place as the CoS may direct. Provost Dept. personnel shall camp adjacent to the Provost Headquarters. The Provost Headquarters is a 'working' headquarters to be used for the conducting of all matters pertaining to the duties of said Department, or as determined by the CoS

5.1 The Department Chief shall ensure that the Department's Morning Report is submitted to the Chief Adjutant each morning at the requested time. He shall further ensure that a Departmental Orders of the Day is posted at the Provost Headquarters each morning.

5.2 The Senior Provost Officer shall post a daily Watch List that provides the name of the Provost Duty Officer of the Day and Duty Sgt. of the Day. The Duty Officer will be responsible for the maintenance of the Provost Logbook and will ensure that all activities worthy of note are entered therein.

5.3 The Department Chief shall request all Battalion/Regimental Provosts, Ordnance, and Safety Personnel to be present at a Divisional Provost / Ordnance and Safety Meeting at a time designated by the Department Chief. The Senior Provost Officer shall address all items pertaining to matters of Safety and shall address all matters pertaining to regulations and camp safety. All 4th Btn Safety regulations, C.S. Division/Corps and event sponsor's regulations shall be reviewed and disseminated to those in attendance.

5.4 Provost Department shall perform such duties as may be assigned by the CoS, Department Chief, Officers of the Department. Such duties may include providing information to visitors in the headquarters, conducting roving patrols and inspections throughout the 4th Btn Bivouac Area, carrying messages for the General or his Staff, providing security within the Headquarters when the General or members of his Staff are conducting meetings or otherwise have a need for privacy. Members of the Provost Department shall stand ready to assist all other Staff Departments with the performance of their assigned duties as the CoS may direct.

Section 6} Weapons Safety

6.0 The Department Chief, or the Senior Provost Officer or Senior Provost NCO, in the absence of the Department Head, will assign each member of the Provost Department to a specific Battalion or Regiment or Battery for the purpose of assisting that unit with their safety inspections and act as Safety observers during all Tacticals and Battle Scenarios.

6.1 Upon reporting to their assigned Battalion or Battery prior to the battle, all assigned Provost personnel will introduce themselves to the Battalion or Regimental Commander, his Chief of Staff or Executive Officer, Battalion Safety Officer or Sergeant and to the Sergeant Major.

6.2 Assigned Provost Personnel will observe the Unit's inspection of all arms including Cannons, Limbers, pistols, edged weapons, cartridge boxes, rounds and percussion caps. If requested by the Unit, the assigned Provost personnel will assist as needed during the inspection. Any discrepancies noted will be brought to the attention of the inspecting Officer or NCO. The Provost Department representative will not directly interfere with the inspection in progress.

6.3 The assigned Provost personnel will ensure that the units under inspection will fire one round by files, after capping off into the ground. This firing will be by file and not by Company or Battalion. Those personnel who suffer misfires will step out of ranks to the rear of the formation to have their weapons cleared by the Unit Ordnance personnel. If requested, Provost Department personnel may assist the Unit Ordnance personnel in clearing of all weapons sent to the rear for repair/re-firing.

6.4 The assigned Provost personnel will remain with and accompany the unit throughout the battle scenario. They will ensure that no personnel join the Unit while marching to, or after reaching the battlefield without the permission of the unit commander and then only after a satisfactory inspection and test firing of the person's weapon.

6.5 The assigned Provost personnel will remain behind the Artillery line during the battle and observe the unit to ensure safe handling and firing of weapons by all Unit personnel. Any unsafe actions will immediately be brought to the attention of the nearest Unit NCO or Officer. Assigned Provost Personnel will not correct the individual. Provost personnel may, if qualified, assist the Unit Ordnance personnel with clearing misfires and checking weapons in the rear of the line.

6.6 Provost personnel will check on all casualties to ensure that the individual has only 'taken a hit' and that the fallen soldier is not a 'real' medical emergency. They will assist the Battalion Medic if necessary in any true medical emergency situation.

6.7 The assigned Provost personnel will take immediate action if any individual performs any act that places another person in imminent physical danger, draws a knife or fixes a bayonet on the battlefield. Particular attention will also be given to the actions of any individual soldiers who may be armed with 'pikes'. Anyone who violates this section of the regulations will immediately be removed to the rear of the Unit, their identifying information obtained, a written record made of the occurrence and then the individual will be escorted from the field with the Unit Commander's knowledge.

6.8 The assigned Provost personnel will take action as necessary to ensure that troops observe the rules regarding proximity of other units and artillery caissons when firing weapons of any kind. This section applies to the firing of artillery, muskets or pistols.

6.9 Assigned Provost personnel will maintain a written record of all noteworthy events that occur during the battle.

Section 7} After-Action Reports

7.0 The Department Chief will conduct a Department meeting immediately upon completion of each tactical or battle to determine if any matters arose that requires further investigation or action. He will require detailed written reports for any matters that need further action.

7.1 The Department Chief will make all required reports to the CoS or General and then take any further action directed by them to bring closure to the matter under investigation.

7.2 The Department Chief shall submit an after action report summarizing each event that the Provost Department participated in. The Senior Provost and Ordnance Officers shall forward to the Department Chief, a written record of all such pertinent events or occurrences to be included in the after action report. Copies of said report shall be forwarded to the CoS, and the Chief Adjutant. The contents of said reports shall cover all items of note so logged in the Provost / Safety Department Log Book, the findings of any and all investigations conducted during the event, and any comments of general or specific nature as may be determined by the Department Chief pertaining to the conduct Departmental business