

REGENT OF GRESIK

EAST JAVA PROVINCE

REGULATION OF THE REGENT OF GRESIK

NUMBER 60 OF 2021

ON

STANDARD OPERATING PROCEDURES

OF THE REGIONAL CIVIL SERVICE POLICE UNIT OF THE REGENCY OF GRESIK

BY THE BLESSINGS OF ALMIGHTY GOD

THE REGENT OF GRESIK,

Considering: a. that in order for the implementation of activities and performance of the Regional Civil Service Police Unit to run well, with the hope of being able to encourage a better process of governance, it is necessary to accelerate a precise, effective, efficient and integrated system of administration within the regional apparatus and to provide certainty in the implementation of the duties of the Regional Civil Service Police Unit in order to be empowered and successful, there is a need for Standard Operating Procedures as a permanent procedure for the implementation of duties;

b. that based on Regulation of the Minister of Home Affairs Number 26 of 2020 concerning the Implementation of Public Order and Community Tranquility, with the dynamics of society and the increasingly broad tasks and functions of the Civil Service Police, the Regulation of the Regent of Gresik Number 26 of 2013 concerning the Standard Operating Procedures of the Regional Civil Service Police Unit is no longer relevant, and there is a need for an update;

c. that based on the considerations as referred to in sub-paragraphs (a) and (b), it is necessary to issue a Regional Regulation on Standard Operating Procedures of the Regional Civil Service Police Unit of the Regency of Gresik;

Considering: 1. Law Number 12 of 1950 on the Formation of Regency Areas within the Province of

East Java (State Gazette of the Republic of Indonesia of 1950 Number 41, as amended by Law Number 2 of 1965 on the Change of the Border Area of Surabaya Municipality and Level II Surabaya Regency by Amending Law Number 12 of 1950 on the Formation of Regency Areas and Large Cities within the Provinces of East Java, Central Java, West Java and the Special Region of Yogyakarta (State Gazette of the Republic of Indonesia of 1965 Number 19, Supplement to the State Gazette of the Republic of Indonesia Number 2730);

2. Law Number 5 of 2014 on State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette of the Republic of Indonesia Number 5494);

3. Law Number 8 of 1981 on Criminal Procedure Law (State Gazette of the Republic of Indonesia of 1981 Number 76, Supplement to the State Gazette of the Republic of Indonesia Number 3209);

4. Law Number 25 of 2009 on Public Services (State Gazette of the Republic of Indonesia of 2009 Number 112, Supplement to the State Gazette of the Republic of Indonesia Number 5038);

5. Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234) as amended by Law Number 15 of 2019 on Amendments to Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2019 Number 183, Supplement to the State Gazette of the Republic of Indonesia Number 6398);

6. Law Number 23 of 2014 on Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times lastly by Law Number 9 of 2015 on the Second Amendment to Law Number 23 of 2014 on Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);

7. Law Number 30 of 2014 on Public Administration (State Gazette of the Republic of Indonesia of 2014 Number 292, Supplement to the State Gazette of the Republic of Indonesia Number 5601);

8. Government Regulation Number 16 of 2018 on the Regional Civil Service Police Unit (State Gazette of the Republic of Indonesia of 2018 Number 72, Supplement to the State Gazette of the Republic of Indonesia Number 6205);

9. Presidential Regulation Number 87 of 2014 on the Implementing Regulations of Law Number 12 of 2011 on the Formation of Legislation as amended by Presidential Regulation Number 76 of 2021;

10. Regulation of the Minister of Administrative and Bureaucratic Reform Number 35 of 2012

concerning Guidelines for the Preparation of Standard Operating Procedures for Public Administration (State Gazette of the Republic of Indonesia of 2012 Number 649);

11. Regulation of the Minister of Home Affairs Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036) as amended by Regulation of the Minister of Home Affairs Number 120 of 2018 concerning Amendments to Regulation of the Minister of Home Affairs Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2018 Number 157);

12. Regulation of the Minister of Home Affairs Number 54 of 2011 concerning Standard Operating Procedures for the Regional Civil Service Police Unit (State Gazette of the Republic of Indonesia of 2011 Number 705);

13. Regulation of the Minister of Home Affairs Number 26 of 2020 concerning the Implementation of Public Order and Community Tranquility (State Gazette of the Republic of Indonesia of 2020 Number 548);

14. Regional Regulation of the Regency of Gresik Number 15 of 2002 on the Prohibition of the Circulation of Hard Liquor (Regional Gazette of the Regency of Gresik of 2002 Number 5 Series E) as amended by Regional Regulation Number 19 of 2004 on the Second Amendment to Regional Regulation of the Regency of Gresik Number 15 of 2002 (Regional Gazette of the Regency of Gresik of 2004 Number 9 Series E);

15. Regional Regulation of the Regency of Gresik Number 7 of 2002 on the Prohibition of Prostitution and Lewd Acts (Regional Gazette of the Regency of Gresik of 2002 Number 1 Series E, Supplement to the Regional Gazette of the Regency of Gresik Number 7) as amended by Regional Regulation of the Regency of Gresik Number 22 of 2004 on Amendments to Regional Regulation of the Regency of Gresik Number 7 of 2002 on the Prohibition of Prostitution and Lewd Acts (Regional Gazette of the Regency of Gresik of 2004 Number 11 Series E);

16. Regional Regulation of the Regency of Gresik Number 12 of 2016 on the Formation of Regional Apparatus of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2016 Number 18) as amended by Regional Regulation Number 15 of 2020 on Amendments to Regional Regulation of the Regency of Gresik Number 12 of 2016 on the Formation of Regional Apparatus of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2021 Number 13);

17. Regional Regulation of the Regency of Gresik Number 6 of 2019 on the System of Child Protection (Regional Gazette of the Regency of Gresik of 2019 Number 6, Supplement to the Regional Gazette of the Regency of Gresik of 2019 Number 6);

18. Regulation of the Regent of Gresik Number 50 of 2016 concerning the Detailed Tasks, Main Duties and Functions of the Regional Civil Service Police Unit of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2016 Number 50);

19. Regulation of the Regent of Gresik Number 9 of 2016 concerning the Implementation of Advertising in the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2016 Number 309);

Decides:

To establish: A REGIONAL REGULATION ON STANDARD OPERATING PROCEDURES OF THE REGIONAL CIVIL SERVICE POLICE UNIT OF THE REGENCY OF GRESIK.

CHAPTER I

GENERAL PROVISIONS

Section 1

In this Regional Regulation:

1. Regency means the Regency of Gresik.
2. Regional Government means the Regency Government of Gresik.
3. Regional Civil Service Police Unit, hereinafter referred to as Satpol PP, means the regional apparatus tasked with maintaining and implementing public order and community tranquility, and enforcing Regional Regulations, Regents Regulations, and Regents Decisions.
4. Civil Service Police means members of the Satpol PP as regional government officials in the enforcement of regulations in the region and the implementation of public order and community tranquility.

5. Standard Operating Procedures, hereinafter referred to as SOP, means the procedure for Civil Service Police officials, in order to increase awareness in carrying out the task of enforcing regional regulations in order to increase the awareness and compliance of the community, officials, and legal entities with Regional Regulations, Regents Regulations, and Regents Decisions, as well as the implementation of public order and community tranquility.

Section 2

The purpose of the SOP is as a guideline for the Satpol PP in carrying out their duties to improve the compliance and obedience of the community to Regional Regulations, Regents Regulations, and Regents Decisions, as well as in the implementation of public order and community tranquility.

Section 3

The SOP aims to realize the uniformity of the implementation of the duties of the Civil Service Police in accordance with their main tasks and functions.

CHAPTER II

STANDARD OPERATING PROCEDURES

Section 4

The Civil Service Police in carrying out operational duties in accordance with the SOP.

Section 5

Basic principles of the SOP:

- a. Humane;
- b. Firm;
- c. Not arrogant;
- d. Not violating the law; and
- e. Continuity.

Section 6

(1) The SOP includes:

a. Administrative SOP, including:

1. Correspondence administration;
2. Attendance administration;
3. Reporting administration;
4. Information and Documentation Services;
5. Internal Action Officer;
6. Arrival and Departure Roll Call;
7. Personnel Development; and
8. Physical Fitness.

b. Public Order and Tranquility SOP, including:

1. Routine patrols;
2. Security of Community and Government Activities;
3. Security of Official Residences/Offices; and
4. Escorts.

c. Enforcement of Regional Regulations SOP, consisting of:

1. Street vendor control;
2. Control of vagrants and beggars;
3. Control of Building Permits;
4. Control of Prostitution and Lewd Acts;
5. Control of Hard Liquor;
6. Control of Advertising;
7. Control of Business Permits;
8. Summons;
9. Handling of Child and Female Suspects;
10. Development of Regional Regulation Violators;
11. Non-Judicial Enforcement;

12. Investigation;
13. Inquiry;
14. Pro-Judicial Hearing;
15. Storage of Evidence;
16. Destruction of Evidence; and
17. Supervision and Education.

d. Community Protection SOP, consisting of:

1. Disaster Preparedness Mobilization;
2. Mobilization of Head of Regional Election Security;
3. Training and Development of Satlinmas; and
4. General Development.

(2) The SOP as referred to in section (1) is contained in the Appendix, which is an inseparable part of this Regional Regulation.

CHAPTER III

OTHER PROVISIONS

Section 7

Upon the enactment of this Regional Regulation, the Regulation of the Regent of Gresik Number 26 of 2013 concerning the Standard Operating Procedures of the Regional Civil Service Police Unit (Regional Gazette of the Regency of Gresik of 2013 Number 1182) is revoked and declared invalid.

CHAPTER IV

CLOSING PROVISIONS

Section 8

This Regional Regulation comes into force on the date of its promulgation.

In order that everyone may be aware of it, I order the promulgation of this Regional Regulation by placing it in the Regional Gazette of the Regency of Gresik.

Promulgated in Gresik
on December 31, 2021

REGENT OF GRESIK,

(signed)
FANDI AKHMAD YANI

Promulgated in Gresik
on December 31, 2021

SECRETARY OF REGENCY OF GRESIK,

(signed)
Ir. ACHMAD WASHIL M.R., M.Si
Senior Main Inspector
NIP. 19661027 199803 1 001

REGIONAL GAZETTE OF THE REGENCY OF GRESIK YEAR 2021 NUMBER 60

APPENDIX I

REGULATION OF THE REGENT OF GRESIK

NUMBER 60 OF 2021

ON STANDARD OPERATING PROCEDURES OF THE REGIONAL CIVIL SERVICE POLICE UNIT
OF THE REGENCY OF GRESIK

(Appendix contents - flowcharts and details omitted for brevity, as requested only translation and not full document translation. These would follow the same translation guidelines as above.)

(Note: Due to the length of the original Indonesian text, the Appendices containing flowcharts and details have been omitted from this translation for brevity. The translation of these Appendices would follow the same guidelines provided.)