

REGENT OF GRESIK

REGULATION OF THE REGENT OF GRESIK

NUMBER 26 OF 2013

ON

STANDARD OPERATING PROCEDURE  
OF THE REGIONAL POLICE AND PUBLIC ORDER AGENCY

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 Police and Public Order Agency to run smoothly, with the hope of encouraging a better process of governance, it is necessary to accelerate a proper, effective, efficient and integrated system of administration within the regional apparatus;

b. that to provide certainty in the performance of the duties of the Regional Police and Public Order Agency to be effective and efficient, there is a need for a Standard Operating Procedure as a fixed procedure for the implementation of tasks;

c. that in accordance with Article 6 section (2) of Regulation of the Minister of Home Affairs Number 54 of 2011 on the Standard Operating Procedure of the Regional Police and Public Order Agency, it is stated that the technical guidelines for the SOP of the Regional Police and Public Order Agency of regencies/cities are determined by the regent/mayor;

d. that based on the considerations as referred to in (a), (b), and (c), it is necessary to issue a

Regional Regulation on the Standard Operating Procedure of the Regional Police and Public Order Agency;

Considering: 1. Law Number 8 of 1974 on the Basic Principles of Personnel (State Gazette of the Republic of Indonesia of 1974 Number 55, Supplement to the State Gazette of the Republic of Indonesia Number 3041) as amended by Law Number 43 of 1999 (State Gazette of the Republic of Indonesia of 1999 Number 169, Supplement to the State Gazette of the Republic of Indonesia Number 3890);

2. Law Number 32 of 2004 on Regional Government (State Gazette of the Republic of Indonesia of 2004 Number 125, Supplement to the State Gazette of the Republic of Indonesia Number 4437) as amended for the last time by Law Number 12 of 2008 (State Gazette of the Republic of Indonesia of 2008 Number 59, Supplement to the State Gazette of the Republic of Indonesia Number 4844);

3. 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);

4. 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);

5. Government Regulation Number 79 of 2005 on Guidelines for Guidance and Supervision of Regional Governance (State Gazette of the Republic of Indonesia of 2005 Number 165, Supplement to the State Gazette of the Republic of Indonesia Number 4593);

6. Government Regulation Number 38 of 2007 on the Division of Government Affairs between the Central Government, Provincial Governments and Regency/City Governments (State Gazette of the Republic of Indonesia of 2007 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 4737);

7. Government Regulation Number 41 of 2007 on Regional Apparatus Organization (State Gazette of the Republic of Indonesia of 2007 Number 89, Supplement to the State Gazette of the Republic of Indonesia Number 4741);
8. Government Regulation Number 6 of 2010 on the Regional Police and Public Order Agency (State Gazette of the Republic of Indonesia of 2010, Number 9, Supplement to the State Gazette of the Republic of Indonesia Number 5094);
9. Regulation of the Minister of State Apparatus Utilization Number PER/21/M.PAN/11/2008 on Guidelines for Preparing Standard Operating Procedures (SOP) for Government Administration;
10. Regulation of the Minister of Home Affairs Number 52 of 2011 on Standard Operating Procedures in the Environment of Provincial and Regency/City Governments;
11. Regulation of the Minister of Home Affairs Number 53 of 2011 on the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2011 Number 694);
12. Regulation of the Minister of Home Affairs Number 54 of 2011 on the Standard Operating Procedure of the Regional Police and Public Order Agency;
13. Regulation of the Governor of East Java Number 86 of 2010 on Guidelines for Preparing Standard Standing Procedures for the Implementation of Duties and Functions of Apparatus in the Regional Work Unit/Regional-Owned Enterprises in the Environment of the Provincial Government and the Regency/City Government in East Java;
14. Regional Regulation of the Regency of Gresik Number 6 of 2007 on Governmental Affairs that are the Authority of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2007 Number 6);
15. Regional Regulation Number 2 of 2008 on the Regional Apparatus Organization of the Regency

of Gresik (Regional Gazette of the Regency of Gresik of 2008 Number 2) as amended twice by Regional Regulation of the Regency of Gresik Number 2 of 2013 on the Second Amendment to Regional Regulation Number 2 of 2008 on the Regional Apparatus Organization of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2013 Number 2);

16. Regional Regulation Number 7 of 2008 on the Regional Police and Public Order Agency of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2008 Number 7);

17. Regional Regulation of the Regency of Gresik Number 11 of 2009 on the Long-Term Regional Development Plan of the Regency of Gresik 2005-2025 (Regional Gazette of the Regency of Gresik of 2009 Number 11);

18. Regional Regulation Number 2 of 2012 on the Formation of Regional Legislation (Regional Gazette of the Regency of Gresik of 2012 Number 2);

19. Regulation of the Regent of Gresik Number 78 of 2008 on the Detailed Tasks, Functions and Work Procedures of the Regional Police and Public Order Agency of the Regency of Gresik as amended by Regulation of the Regent of Gresik Number 22 of 2013;

DECIDES:

To enact: REGIONAL REGULATION ON THE STANDARD OPERATING PROCEDURE OF THE REGIONAL POLICE AND PUBLIC ORDER AGENCY.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Regulation of the Regent:

1. Regional Government means the Regional Government of the Regency of Gresik.
2. Regional Police and Public Order Agency, hereinafter referred to as Satpol PP, is a regional government apparatus in maintaining and organizing public order and community tranquility and enforcing Regional Regulations, Regents Regulations and Regents Decisions.
3. Regional Police and Public Order personnel are members of the Satpol PP as regional government apparatus in enforcing regulations in the region and organizing public order and community tranquility.
4. Standard Operating Procedure of the Satpol PP, hereinafter referred to as SOP Satpol PP, is the procedure for the Regional Police and Public Order personnel, 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, apparatus and legal entities to Regional Regulations, Regents Regulations and Regents Decisions and the organization of public order and community tranquility.

## Article 2

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

## Article 3

The SOP Satpol PP aims to create uniformity in the implementation of the tasks of the Regional Police and Public Order personnel in accordance with their main tasks and functions.

## CHAPTER II

## STANDARD OPERATING PROCEDURE

### Article 4

Regional Police and Public Order personnel in carrying out operational duties in accordance with the SOP Satpol PP.

### Article 5

Basic principles of the SOP:

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

### Article 6

(1) The SOP Satpol PP includes:

a. Administrative SOP, including:

1. Correspondence administration;
2. Attendance administration; and
3. Reporting administration.

b. Regional Order and Tranquility SOP, including:

1. Routine patrols;
2. Regulation of street vendors;
3. Regulation of vagrants and beggars;
4. Regulation of building permits;
5. Regulation of indecent acts and prostitution;
6. Regulation of alcoholic beverages;
7. Regulation of advertising;
8. Regulation of mining; and
9. Regulation of business permits.

c. Enforcement of Regional Regulations SOP, consisting of:

1. Summoning;
2. Guidance;
3. Non-judicial enforcement;
4. Judicial enforcement;
5. Investigation;
6. Investigation; and
7. Tipiring trial.

d. Security (PAM) SOP, consisting of:

1. Securing Government Activities;
2. Securing Community Activities; and
3. Escorts for guests/government officials.

e. Personnel Training/Physical Fitness SOP, including:

1. Arrival/departure roll call;
2. Personnel training; and

### 3. Physical fitness.

(2) The SOP as referred to in section (1), contained in the Appendix, is a single entity and an inseparable part of this Regulation of the Regent.

## CHAPTER III

### FINAL PROVISIONS

This Regulation of the Regent shall come into effect on the date of its enactment.

In order that everyone may be aware of it, the enactment of this Regulation of the Regent is ordered with its placement in the Regional Gazette of the Regency of Gresik.

Enacted in Gresik

On August 14, 2013

### REGENT OF GRESIK

(Signature)

Dr. Ir. H. SAMBARI HALIM RADIANTO, ST., M.Si.

Promulgated in Gresik

On August 14, 2013

### SECRETARY OF REGENCY OF GRESIK

(Signature)

Ir. MOCH. NADJIB, MM

Senior Main Official

NIP 19551017 198303 1 005

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