APPRENTICESHIP REPORT

POLRES BENGKALIS - RIAU (Reskrim Administrative Unit)



By:

<u>AYU SYAFIKA</u> 5404201310

APPLIED BACHELOR DEGREE OF INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM BUSINESS ADMINISTRATION DEPARTMENT STATE POLYTECHNIC OF BENGKALIS 2024

APPRENTICESHIP REPORT POLRES BENGKALIS

Writen as one of the condition for completing job training

AYU SYAFIKA 5404201310

Bengkalis, Juny 28th 2024

Administrative officer

Advisor

Anggun Apriansyah, P. S.Sos

NRP. 84040009

M. Alkadri Perdana, B.IT., M.Sc NIP. 198409262019031010

Approved by

Head of International Business Administration Study Program
State Politytecnic of Bengkalis

Wan Junita Raffah, B.Sc., M.Ec, Dev

NIP. 198406142018032001

ACKNOWLEDGEMENT

Praise and gratitude to the presence of Allah SWT, who always bestows both physical and spiritual health, and provides the opportunity for the author to complete the apprenticeship Company report. Salutations and blessings are also extended to our beloved Prophet Muhammad SAW, for his struggles and trust that have led us from the era of ignorance to this era of knowledge. On this occasion, the author would like to extend heartfelt thanks to the relevant parties, namely:

- 1. Allah SWT, for the opportunity to live and all the abundance of His grace and guidance which has given miracles and strength to the author in completing this apprenticeship activity
- 2. Mr. Johny Custer, ST., M.T as the Director of State Polytechnic of Bengkalis.
- 3. Mr. Armada, S.T., M.T as the Deputy Director 1 of State Polytechnic of Bengkalis.
- 4. Ms. Supriati, S.ST., M.Si as Head of Business Administration the Department.
- 5. Ms. Wan Junita Raflah, B.Sc., M.Ec, Dev. As Head of International Business Administration Study Program
- 6. Mr. M. Alkadri Perdana, B.IT., M.Sc. as Coordinator of Practical Work (KP) and as the apprenticeship Report Supervisor.
- 7. Mr. Adrian Irnanda Pratama, S.Sos., M.B.A as guardian lecturer of International Business Administration of class B.
- 8. All lecturer, especially the Bachelor of Applied international Business Administration Study Program who have taught during the lecturer.
- 9. All lecturers and employees State Polytechnic of Bengkalis who have collaborated in the lecturer process to the preparation of this thesis task.
- 10. Mr. Anggun Apriansyah.P.S.sos as the Apprenticeship Company (WP) mentors at Polres Bengkalis.
- 11. Mr. AKBP Setyo Bimo Anggoro as the Bengkalis Police Chief.

- Both parents and beloved extended family, who have shown love, prayers, sacrifices, patience, and both material and moral support throughout this journey.
- 13. Fellow comrades at Bengkalis State Polytechnic, especially the 8th semester students of the International Business Administration Program, who have consistently provided support during the completion of this Apprenticeship Company (WP) report.
- 14. Last but not least, I want to thank myself. I want to thank my self for believing in me, for putting in all this hard work, for having no days off, and for never quitting. May the kindness and sincerity shown be rewarded accordingly by Allah SWT.

Apologies are extended to the management, employees, and all parties. involved for any mistakes made during the Apprenticeship Company (KP) at Polres Bengkalis. May this report be beneficial for all parties who need it in the future.

Bengkalis, 27 July 2024

5404201307

TABLE OF CONTENTS

COVE	R
APPRO	OVAL SHEET Error! Bookmark not defined.
ACKN	OWLEDGEMENTi
TABL	E OF CONTENTSiii
LIST (OF FIGURESv
LIST (OF TABLESvi
LIST (OF APPENDICESvii
CHAP	TER I INTRODUCTION1
1.1	Background of Apprenticeship
1.2	Purpose of Apprenticeship
1.3	Significance of the Apprenticeship
1.4	Time and Duration of Apprenticeship Company
CHAP	TER II GENERAL DESCRIPTON OF THE COMPANY4
2.1	Company Profile
2.2	Vision and Mission of Police Resort Bengkalis
2.3	Organization Structure
2.4	Company Scope9
2.5	The Working Process
2.6	Documents Used For Activity
CHAP	TER III SCOPE OF THE APPRENTICESHIP13
3.1	Job Description
3.2	Systematics and Procedures
3.3	Place of Apprenticeship
3.4	Apprenticeship Agenda Report
3.5	Obstacles and Solution 26

CHAP	TER IV CONCLUSION AND SUGGESTION	27
4.1	Conclusion	27
4.2	Suggestion	28
REFE	RENCES	29
APPEN	NDICES	30

LIST OF FIGURES

Figure 2.1 Polres Bengkalis	5
Figure 2.2 The Organization Structure of Polres Bengkalis	e
Figure 2.3 The Working Process during Apprenticeship	10
Figure 2.4 Official Memo	11
Figure 2.5 Disposition Sheet	12
Figure 2.6 Regular Mail Out	12

LIST OF TABLES

Table 1.1 Schedule of Practice Hours at Polres Bengkalis
Table 3.1 Work Agenda Report First Week, March 1 st - March 8 th , 202416
Table 3.2 Work Agenda Report Second Week, March 11 th - March 17 th , 2024 16
Table 3.3 Work Agenda Report Third Week, March 18 th - March 24 th , 2024 18
Table 3.4 Work Agenda Report Fourth Week, March 25 th - March 31 th , 2024 18
Table 3.5 Work Agenda Report Fifth Week, April 1 st - April 7 th , 2024
Table 3.6 Work Agenda Report Sixth Week, April 8 th - April 14 th , 2024
Table 3.7 Work Agenda Report Seventh Week, April 15 th - April 21 th , 2024 20
Table 3.8 Work Agenda Report Eighth Week, April 22 th - April 28 th , 2024 21
Table 3.9 Work Agenda Report Ninth Week, April 29 th - May 5 th , 2024
Table 3.10 Work Agenda Report Tenth Week, May 6 th - May 12 th , 2024
Table 3.11 Work Agenda Report Eleventh Week, May 13 th - May 19 th , 2024 22
Table 3.12 Work Agenda Report Twelfth Week, May 20^{th} - May 26^{th} , $2024 \dots 23$
Table 3.13 Work Agenda Report Thirteenth Week, May 27 th - June 2 nd , 2024 23
Table 3.14 Work Agenda Report Fourtheenth Week, June 3^{rd} - June 9^{th} , $2024\dots24$
Table 3.15 Work Agenda Report Fiftheenth Week, June 10^{th} - June 16^{th} , $2024 \dots 24$
Table 3.16 Work Agenda Report Sixteenth Week, June 17 th - June 23 th , 2024 25
Table 3.17 Work Agenda Report Seventeenth Week, June 24^{th} - June 30^{th} , 202425

LIST OF APPENDICES

Appendix 1 : Daily Activities	30
Appendix 2 : Apperprenticeship Figure	62
Appendix 3 : Apprenticeship Statement Letter	64
Appendix 4 : Apprenticeship Certificate	65
Appendix 5 : Apprenticeship Evalution	66
Appendix 6: List of Attendance	67
Appendix 7: Revision Sheet	71