

**APPRENTICESHIP REPORT**

**POLRES BENGKALIS - RIAU**  
**( *Reskrim* Administrative Unit )**



**By:**

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

**APPRENTICESHIP REPORT**  
**POLRES BENGKALIS**

Written as one of the condition for completing job training

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Bengkalis, Juny 28<sup>th</sup> 2024

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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



Ayu Syafika  
5404201307

## **TABLE OF CONTENTS**

### **COVER**

**APPROVAL SHEET** ..... Error! Bookmark not defined.

**ACKNOWLEDGEMENT** ..... **i**

**TABLE OF CONTENTS**..... **iii**

**LIST OF FIGURES** ..... **v**

**LIST OF TABLES** ..... **vi**

**LIST OF APPENDICES** ..... **vii**

**CHAPTER I INTRODUCTION**..... **1**

1.1 Background of Apprenticeship..... 1

1.2 Purpose of Apprenticeship ..... 2

1.3 Significance of the Apprenticeship ..... 2

1.4 Time and Duration of Apprenticeship Company ..... 3

**CHAPTER II GENERAL DESCRIPTON OF THE COMPANY** ..... **4**

2.1 Company Profile..... 4

2.2 Vision and Mission of Police Resort Bengkalis ..... 6

2.3 Organization Structure ..... 6

2.4 Company Scope..... 9

2.5 The Working Process ..... 10

2.6 Documents Used For Activity ..... 10

**CHAPTER III SCOPE OF THE APPRENTICESHIP** ..... **13**

3.1 Job Description..... 13

3.2 Systematics and Procedures ..... 14

3.3 Place of Apprenticeship ..... 15

3.4 Apprenticeship Agenda Report ..... 15

3.5 Obstacles and Solution ..... 26

<b>CHAPTER IV CONCLUSION AND SUGGESTION .....</b>	<b>27</b>
4.1 Conclusion.....	27
4.2 Suggestion .....	28
<b>REFERENCES .....</b>	<b>29</b>
<b>APPENDICES .....</b>	<b>30</b>

## LIST OF FIGURES

Figure 2.1 Polres Bengkalis .....	5
Figure 2.2 The Organization Structure of Polres Bengkalis .....	6
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 .....	3
Table 3.1 Work Agenda Report First Week, March 1 <sup>st</sup> - March 8 <sup>th</sup> , 2024.....	16
Table 3.2 Work Agenda Report Second Week, March 11 <sup>th</sup> - March 17 <sup>th</sup> , 2024...	16
Table 3.3 Work Agenda Report Third Week, March 18 <sup>th</sup> - March 24 <sup>th</sup> , 2024.....	18
Table 3.4 Work Agenda Report Fourth Week, March 25 <sup>th</sup> - March 31 <sup>th</sup> , 2024....	18
Table 3.5 Work Agenda Report Fifth Week, April 1 <sup>st</sup> - April 7 <sup>th</sup> , 2024 .....	19
Table 3.6 Work Agenda Report Sixth Week, April 8 <sup>th</sup> - April 14 <sup>th</sup> , 2024 .....	20
Table 3.7 Work Agenda Report Seventh Week, April 15 <sup>th</sup> - April 21 <sup>th</sup> , 2024.....	20
Table 3.8 Work Agenda Report Eighth Week, April 22 <sup>th</sup> - April 28 <sup>th</sup> , 2024.....	21
Table 3.9 Work Agenda Report Ninth Week, April 29 <sup>th</sup> - May 5 <sup>th</sup> , 2024.....	22
Table 3.10 Work Agenda Report Tenth Week, May 6 <sup>th</sup> - May 12 <sup>th</sup> , 2024 .....	22
Table 3.11 Work Agenda Report Eleventh Week, May 13 <sup>th</sup> - May 19 <sup>th</sup> , 2024 ....	22
Table 3.12 Work Agenda Report Twelfth Week, May 20 <sup>th</sup> - May 26 <sup>th</sup> , 2024 .....	23
Table 3.13 Work Agenda Report Thirteenth Week, May 27 <sup>th</sup> - June 2 <sup>nd</sup> , 2024 ...	23
Table 3.14 Work Agenda Report Fourteenth Week, June 3 <sup>rd</sup> - June 9 <sup>th</sup> , 2024 ...	24
Table 3.15 Work Agenda Report Fifteenth Week, June 10 <sup>th</sup> - June 16 <sup>th</sup> , 2024 ..	24
Table 3.16 Work Agenda Report Sixteenth Week, June 17 <sup>th</sup> - June 23 <sup>th</sup> , 2024....	25
Table 3.17 Work Agenda Report Seventeenth Week, June 24 <sup>th</sup> - June 30 <sup>th</sup> , 2024	25



## 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 Evaluation .....	66
Appendix 6 : List of Attendance .....	67
Appendix 7 : Revision Sheet.....	71

# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of Apprenticeship**

Currently, the competition in finding a job is very tight due to the large number of graduates from various campuses who to find work while the available jobs are very limited. After graduation, of course, the diploma will be the main guide in finding job. But the reality is that at this time a diploma is not the main guideline for accepting someone to work either in a company or a government agency, but the main guide at this time is a person's experience and skill in work, because grades alone cannot guarantee someone has experience and skills, you will experience many obstacles such as a lack of knowledge on how to put the knowledge into practice in the field, limited time and resource space which resulted in the knowledge is still limited.

Therefore, State polytechnic of Bengkalis is a vocational campus that educates its students to create a competent spirit in various fields. State polytechnic of Bengkalis implements a apprenticeship program that is required to be followed by all final semester students. The campus requires students to participate in practical work programs. Practical work is a learning process by knowing firsthand how the scope the real world of work is. Each student is required to go directly to the world of work which is their respective field, that each student is expected to be able to directly apply the knowledge previously learned into the world of work. In addition, with practical work students can increase their knowledge, and experience in work which can later be applied in the real world of work.

In this program for International Business Administration students in semester 8 (eight) apprenticeship activities are carried out for approximately 4 (four) month, by choosing their own place to do this program, the apprenticeship. However, before choosing a place to do this program, the apprenticeship coordinator provides several options or options for apprenticeship place to

students. The writer was placed in the Criminal Investigation Unit's Administration Division. The apprenticeship period commenced from March 1st until June 30th, 2024. This apprenticeship aimed to broaden the writer's insights into various proper work duties and prepare them to face the real working world with the gained experience.

Apprenticeship is one of the activities for students at Bengkalis State Polytechnic to fulfill their academic requirements. To achieve the expected outcomes, it is essential to understand the objectives and benefits of conducting this apprenticeship. The objectives and benefits of apprenticeship are as follows:

### **1.2 Purpose of Apprenticeship**

The apprenticeship activities of State Polytechnic of Bengkalis students International Business Administration study program have the following objectives:

1. To describe job description during apprenticeship.
2. To know the place and time of apprenticeship.
3. To explain apprenticeship place systems and procedures.

### **1.3 Significance of the Apprenticeship**

The practical work carried out is very beneficial for several parties such as students, companies and State polytechnic of Bengkalis:

1. Acquire the ability to apply theoretical knowledge or concepts learned during education to the working world in a clear and concise manner.
2. Utilize a methodical approach to systematically apply theoretical knowledge in accordance with its practical application.
3. Politeknik Negeri Bengkalis has a close relationship with business employees who participate in practical work in the workplace.

There is a collaboration between the world of education and the world of industry/companies that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibly.

#### **1.4 Time and Duration of Apprenticeship Company**

The Apprenticeship Company last for 4 (four) months, from March 1 2024 to July 30 2024 at the Polres Bengkalis, and are carried out in accordance with the regulations and guidelines for implementing apprenticeship.

**Table 1.1 Schedule of Practice Hours at Polres Bengkalis**

<b>No</b>	<b>Day</b>	<b>Working Hours</b>	<b>Break</b>
1	Monday- Thursday	08.00 s/d 15.00 WIB	12.00 s/d 13.30 WIB
2	Friday	08.00 s/d 15.30 WIB	12.00 s/d 13.30 WIB
3	Saturday	-	-
4	Sunday	-	-

## **CHAPTER II**

### **GENERAL DESCRIPTON OF THE COMPANY**

#### **2.1 Company Profile**

The Bengkalis Regency Government, including its long-established administration, was founded on July 31, 1512, during the Portuguese era in Bengkalis, which continued under Dutch colonization. The presence of the police dates back to the Dutch colonial period, evidenced by the Police Office on Jend. Sudirman Street, currently utilized as the Regional Government Building. The Residence of the District Police Chief, located on Perwira Street, now serves as the official residence. Around 1974, there was a plan to relocate the capital of Bengkalis Regency to Dumai. This was promptly responded to by the Bengkalis Kodim 0303 and Bengkalis Police Resort, which relocated to Dumai while still maintaining jurisdiction over Bengkalis Regency. Meanwhile, the Regent's Office and all its government branches remained in Bengkalis.

In accordance with Law Number 16 of 1999 and Law Number 53 of 1999, Bengkalis Regency has been divided into four administrative regions: Bengkalis Regency (the Parent Regency), Dumai City, Siak Regency, and Rokan Hilir Regency. Although the administrative regions have been divided, the Bengkalis Police Resort, based in Dumai, has duties and responsibilities across the 4 administrative regions.

Since the end of 1998 during the reform era, various acts of violence, arson, looting, and rampant thuggery have occurred in various places within the jurisdiction of the Bengkalis Police Resort. The Bengkalis Police Resort, based in Dumai, has been somewhat overwhelmed in controlling the 4 administrative regions, which are extensive and have challenging geographical conditions. On October 14, 2002, AKBP Drs. Slamet Riyanto SH was inaugurated as the temporary acting Chief of Police of Bengkalis by the Riau Regional Police Chief Brigadier General Pol Drs. Johny Yodjana at the temporary Police Office on Jl. Antara No. 92 Bengkalis, accompanied by Deputy Chief of Police Kompol Drs. Dadan Wishnu Wardana and 18 (eighteen) personnel.

To address the situation and conditions, the Central Government, represented by the Minister of Home Affairs, has implemented agreements with the Chief of Police, followed by agreements between the Governor of Riau and the Chief of Police, as well as agreements between the Bengkalis District Police and the Regent of Bengkalis concerning cooperation in the areas of Public Order and Security, as well as Public Tranquility and Order, signed on April 17, 2003, at the Bengkalis Regional Building, witnessed by the Riau Chief of Police Brigadier General Pol Drs. Deddy S. Komaruddin.

In response to the aforementioned Agreement, the Regent of Bengkalis has established the Command Headquarters of the Bengkalis District Police on Agricultural Road, covering an area of 2 hectares. In addition to the police headquarters, temporary barracks with a capacity of 150 personnel have also been prepared. On July 7, 2003, precisely, the Bengkalis District Police Office moved to the new building on Agricultural Road, while the old office was used for the Traffic Office.



**Figure 2.1 Polres Bengkalis**

*Source: Processed Data 2024*

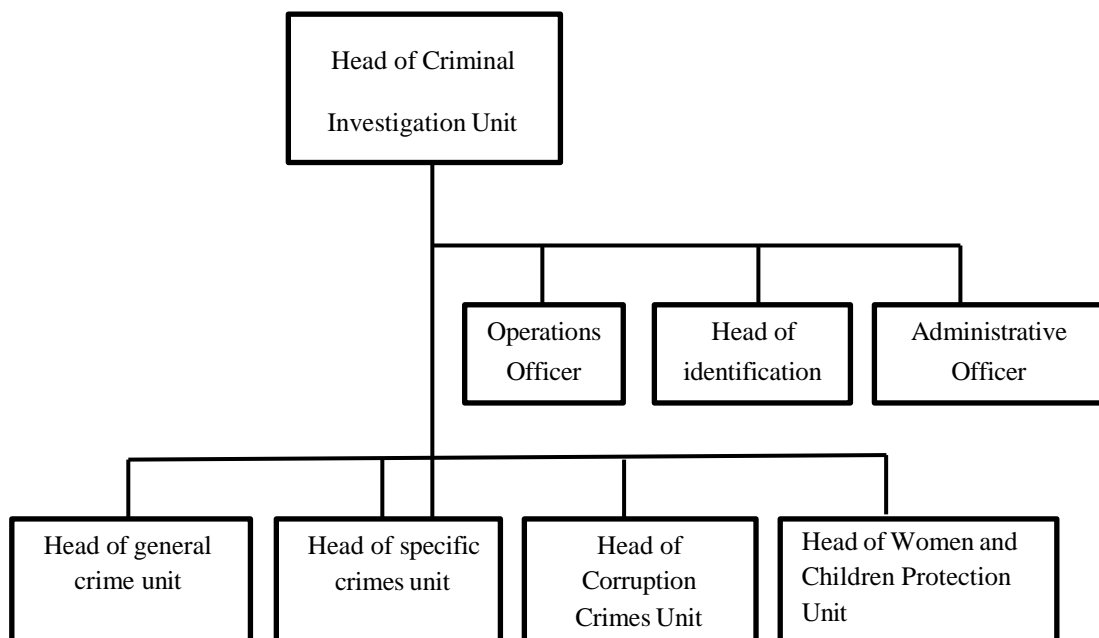
The image above is the Bengkalis District Police Office located at Jl. Pertanian, Bengkalis Subdistrict, Bengkalis Regency, Riau. It is known as one of the best service points. The office operates from 08:00 to 15:30 WIB.

## 2.2 Vision and Mission of Police Resort Bengkalis

Vision : The provision of police services to the community is conducted professionally, procedurally, and accountably.

Mission : Maintaining consistent performance in police services effectively and efficiently to achieve quality, fast, accessible, and measurable service delivery.

## 2.3 Organization Structure



**Figure 2.2 The Organization Structure of Polres Bengkalis**

*Source: Processed Data 2024*

The information below outlines the responsibilities of the organizational structure of the Criminal Investigation Unit.

1. Head of Criminal Investigation Unit
  - a. Technical guidance on the administration of investigation and prosecution, as well as the identification and field forensic laboratory.
  - b. Special services and protection for adolescents, children, and women, both as perpetrators and victims, in accordance with legal regulations.
  - c. Identification for investigative purposes and public services.
  - d. Case analysis along with its handling, and assessing the effectiveness of

the Criminal Investigation Unit's tasks.

- e. Implementation of supervision over criminal investigations conducted by investigators in the Criminal Investigation Unit (Polsek) and the Criminal Investigation Unit of the District Police (Polres).
  - f. Investigation and prosecution of general and specific criminal offenses, including economic crimes, corruption, and particular offenses within the jurisdiction of the District Police (Polres).
2. Operations Officer
    - a. Assisting the Criminal Investigation Unit Chief (Kasat Reskrim) in conducting personnel development within the Criminal Investigation Unit through case analysis, case conferences, and handling.
    - b. Studying and evaluating the effectiveness of the implementation of investigation and prosecution tasks.
    - c. Conducting functional training, as well as compiling and maintaining files of processed cases and related literature; and
    - d. Providing services for public complaints in handling cases.
3. Head of identification unit
    - a. Assisting the Criminal Investigation Unit Chief (KBO Reskrim) in the implementation of Identification functions, which include conducting collection, formulation, storage, and service of fingerprints related to criminal and non-criminal matters, including supporting the implementation of other unit functions and the execution of Police Photography and efforts in Human Characteristics Identification/Verification (signalement), also in support of the implementation of other unit functions.
    - b. Organizing and maintaining order and cleanliness in the filing and recording of fingerprint documentation, perpetrator signalement documentation, and public signalement documentation (for purposes such as driver's licenses, police clearance certificates, and others).
    - c. In carrying out duties, responsible to the Chief of Criminal Investigation Unit (Kasat Reskrim / KBO Reskrim).



4. Administrative officer
  - a. Assisting the Chief of Criminal Investigation Unit (Kasat Reskrim) in formulating medium and short-term planning for the Criminal Investigation Unit, including Strategic Plans (Renstra), Draft Work Plans (Rancangan Renja), Work Plans (Renja), infrastructure and equipment needs, personnel, and budget.
  - b. Performing maintenance, administrative upkeep, and personnel management of the Criminal Investigation Unit.
  - c. Inventorying and maintaining state-owned assets for Simak- BMN input.
5. Head of general crime unit
  - a. Conducting investigations into criminal offenses involving threats, murder, assault, battery, and other crimes related to bodily harm, mental harm, and honor to enable prosecution.
  - b. Conducting examinations of victims, witnesses, and perpetrators of criminal offenses directly related to the case.
  - c. Performing administrative checks on the investigative and prosecutorial processes of criminal cases, up to the filing and submission to the Prosecutor's Office (JPU)
6. Head of specific crimes unit
  - a. Conducting examinations of the victims, witnesses, and perpetrators of the criminal offense related directly to the case'
  - b. Conducting investigation and prosecution of specific crimes including: Illegal Fishing, Illegal Logging, Illegal Mining.
7. Head of corruptions crimes unit
  - a. Conducting investigations into corruption offenses for the purpose of prosecution.
  - b. Conducting examinations of witnesses and perpetrators of corruption offenses directly related to the case.
8. Head of women and children protection unit
  - a. Conducting investigation and prosecution of violent crimes related to adolescents, children, and women.

- b. Conducting examinations of victims, witnesses, and perpetrators of criminal offenses.
- c. Providing protection for adolescents, children, and women who are victims of violent crimes.

#### **2.4 Company Scope**

Sat Reskrim is Criminal Investigation Unit. This unit is a specialized part of the police structure tasked with handling the investigation and management of criminal cases. The primary scope or main tasks of the Criminal Investigation Unit include:

1. Conducting criminal investigations: This involves gathering evidence, interviewing witnesses, and collecting information to solve crimes.
2. Handling forensic analysis: Utilizing scientific methods to analyze evidence such as fingerprints, DNA, and other forensic materials.
3. Arresting suspects: Identifying and apprehending individuals suspected of committing crimes based on investigation findings.
4. Case management: Managing the progression of cases from investigation through to prosecution, ensuring all legal procedures are followed.

## 2.5 The Working Process

The HR Administration Department functions in a cohesive process to ensure that employees are compensated accurately and on time. The administrative process plays a crucial role in ensuring the smooth daily operations and support for police activities, including payroll calculations, support services, budget management, handling incoming and outgoing correspondence, document management, schedule coordination, and data processing. In this report, the author explains the author's work during the apprenticeship at Polres Bengkalis as follows:



**Figure 2.3 The Working Process during Apprenticeship**

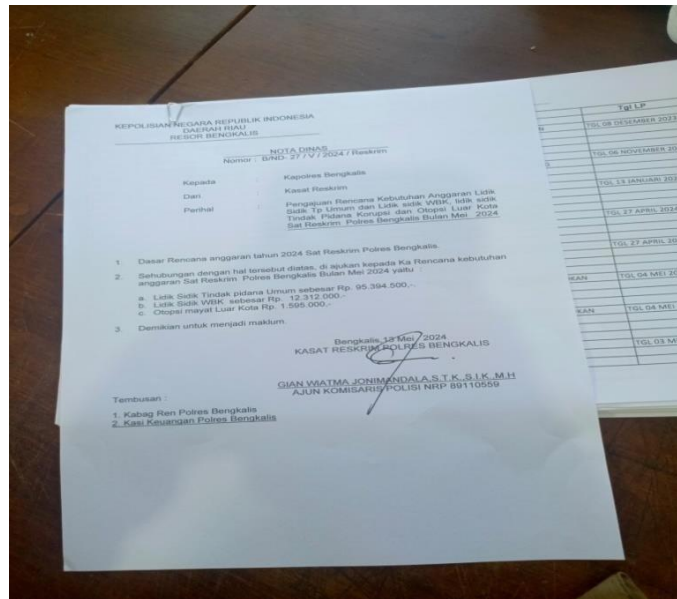
*Source: Processed data 2024*

## 2.6 Document Used For Activity

For administrative purposes, there are several documents used and studied by the author during the apprenticeship at Police resort Bengkalis, specifically in the administrative department, which are involved in these documents:

## 1. Official Memo

Official memo is an official internal document used to convey information, instructions, or requests among members or departments within a police institution. This memo serves several functions and has specific characteristics tailored to the operational needs of the police.



**Figure 2.4 Official Memo**  
*Source: Processed Data 2024*

## 2. Disposition Sheet

Disposition is the opinion of an official regarding the matters contained in an official letter, which is directly written on the letter itself or on a separate sheet.

KEPOLISIAN NEGARA REPUBLIK INDONESIA  
DAERAH RIAU  
RESOR BENGKALIS

LEMBAR - DISPOSISI

No. Agenda :

Catatan Reskrim	Isi Disposisi
Surat dari : Kantor Imigrasi Kelas II TPI	
N o m o r : 104 / 1071 / 1013 / 101 - 100	
Tanggal : 19 Maret 2024	
Perihal : Gelar Perkara dugaan TP keimigrasian pada kantor imigrasi kelas II TPI	
Kepada	Tanggal
	Paraf

Lampiran / Tanpa lampiran

Catatan :

Tempat : Aula It. 2 Kantor Imigrasi Kelas II TPI Bengkalis  
Acara : Gelar Perkara Dugaan Tindak Pidana Keimigrasian Pada Kantor Imigrasi Kelas II TPI Bengkalis

Demikian kami sampaikan, atas kehadirannya kami ucapkan terima kasih.

**Figure 2.5 Disposition Sheet**  
Source: Processed Data 2024

### 3. Regular mail out

Outgoing mail is a letter that is created and issued by an organization or company to be sent to others, whether individuals or departments within another organization or company.

KEPOLISIAN NEGARA REPUBLIK INDONESIA  
DAERAH RIAU  
RESOR BENGKALIS  
Jalan Perintis, 1, Bengkalis, Bengkalis 28714

Bengkalis, 07 Maret 2024

**"PISQ 6037713A"**

Nomor : B / 202 / 18 / RES.5.1 / 2024 / Reskrim  
Klasifikasi : BKADA  
Lampiran : 1 (Satu) Berkas  
Perihal : Pengiriman Tersangka dan Barang Bukti

Kepada  
YB. KEPALA KEJAKSAAN  
NEGERI BENGKALIS  
di  
Bengkalis

1. Rujukan:

- Pasal 109 ayat (1) KUHP;
- Undang-undang Republik Indonesia Nomor 2 Tahun 2002 tentang Kepolisian Negara Republik Indonesia;
- Undang-undang RI No 1 Tahun 1946 Tentang KUHP;
- Undang-Undang RI Nomor 8 Tahun 1999 tentang Perlindungan Konsumen;
- Undang-Undang RI Nomor 7 Tahun 2014 tentang Perdagangan;
- Undang-Undang RI No. 17 Tahun 2023 tentang Kesehatan;
- Peraturan Kapolri Nomor 6 tahun 2019 tentang Penyidikan Tindak Pidana;
- Laporan Polisi Model A Nomor : LP / 5 / 1 / 2024 / SPKT / RIAU / RES-BKS, tanggal 7 Januari 2024;
- Surat Perintah Penyidikan Nomor : Sp-Sidk / 11 / 1 / Res.5.1 / 2024 / Reskrim, tanggal 07 Januari 2024
- Surat Kepala Kepolisian Resor Bengkalis Nomor: B/ 161 / 101 / Res.5.1 / 2024 / Reskrim, tanggal 16 Februari 2024 perihal pengiriman berkas perkara;
- Surat Kepala Kepolisian Resor Bengkalis Nomor: B/ 256 / 101 / Res.5.1 / 2024 / Reskrim, tanggal 06 Maret 2024 perihal pengiriman kembali berkas perkara;
- Surat Kejaksaan Negeri Bengkalis Nomor: , tanggal Maret 2024, perihal pemberitahuan penyidikan sudah lengkap (P-21);

2. Sehubungan dengan rujukan di atas, bersama ini dikirimkan tersangka dan barang bukti sebagaimana tercantum dalam daftar tersangka dan daftar barang bukti pada Berkas Perkara Nomor: BP / 18 / B / Res.5.1 / 2024 / Reskrim, tanggal 16 Februari 2024, atas nama tersangka sebagai berikut :

Nama : SULIS Ats OM Bin TUKIMAN (Aim);  
nomor identitas : 1802041601760002;  
kewarganegaraan : WNI;  
jenis kelamin : Laki-laki;  
tempat/tanggal lahir : Purwo Arai, 16 Januari 1976;  
pekerjaan : Kary Swasta;  
agama : Islam;  
alamat : Perunggas Blok A9 No.10 Kelurahan Seputh Jaya Kec. Guning Suling Kab. Lampung Tengah.

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**Figure 2.6 Regular Mail Out**  
Source: Processed Data 2024

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

In this chapter, there are several descriptions of activities or tasks carried out during the Apprenticeship Company (KP). The Apprenticeship Program lasts for 4 months, from March 1st to June 30th, 2024, at Polres Bengkalis. In this chapter, there are several descriptions of activities or tasks carried out during the Apprenticeship Company (KP). The Apprenticeship Program lasts for 4 months, from March 1st to June 30th, 2024, at Polres Bengkalis. During the implementation of the Apprenticeship Program, many opportunities were given to perform tasks assigned by Polres Bengkalis. There were also numerous new knowledge and experiences gained in the working world, especially in the field of administration. To provide a clear and detailed report of the activities carried out, there are weekly activity descriptions to ensure that each task can be reported clearly and comprehensively.

The tasks performed during the 17 (seventeen) weeks at Polres Bengkalis are as follows:

1. Recording the register of outgoing regular mail
2. Deliver the file/document to the person concerned
3. Pay Polres tax
4. Registering detainee files
5. Recording the detainee list of Sat Reskim Polres
6. Filing SPDP
7. Recording notification of investigation progress
8. Recording summons and warrants
9. Recording of notification of commencement of investigation of crimes and offenses
10. Filing registers of investigation warrants and duty warrants
11. Recording complaint reports
12. Make a disposition sheet

## 13. Making recommendation letter

### **3.2 Systematics and Procedures**

#### 3.2.1 Systematics

The organization necessitates a robust system to facilitate its operational activities. In this context, a system is defined as a network of interconnected procedures that collectively perform functions aimed at achieving the organization's strategic goals. At POLRES Bengkalis, the employed system integrates both digital and manual processes to ensure efficiency and accuracy in its operations. This law enforcement agency primarily focuses on maintaining public order, investigating crimes, and ensuring the safety of its jurisdiction.

To maintain seamless data communication within the organization, POLRES Bengkalis employs a dedicated internet service tailored to the specific application requirements of the police force. For digital communication and data management, the organization relies on several software platforms that facilitate online collaboration and secure information exchange. On the manual side, data entry and processing are handled through structured formats and documents, ensuring that offline tasks are efficiently managed and integrated with the overall system. This comprehensive approach enables POLRES Bengkalis to optimize its workflow, enhance productivity, and achieve its operational objectives effectively.

#### 3.2.2 Procedures

Procedures are a collection of regulations, guidelines, or references made by an organization to carry out work tasks in accordance with the functions and responsibilities of each individual in the organization. They serve as performance assessment tools for government and non-government agencies, business and non-business entities, based on technical, administrative, and procedural indicators in accordance with work procedures, work processes, and work systems in the concerned work unit.

The purpose of a procedure is to show or explain how to perform a task using sequential steps. At POLRES Bengkalis, the procedures are designed to:

1. **Clarify Roles and Functions:** Each position within the organization has a clearly defined role and function to prevent overlapping duties and ambiguities.
2. **Ensure Consistency:** Procedures ensure that tasks are carried out consistently and efficiently, adhering to established standards and guidelines.
3. **Clarify Task Flow:** The stages of each task are clearly delineated, making it easier to follow and complete them systematically.
4. **Define Authority and Responsibility:** Each officer or employee has defined authority and responsibilities, which helps in accountability and efficient task management.
5. **Enhance Coordination:** Well-defined procedures enhance coordination among different units and officers, leading to better overall performance.

By adhering to these systematic procedures, POLRES Bengkalis ensures that its operational activities are conducted effectively, maintaining high standards of law enforcement and public service.

### **3.3 Place of Apprenticeship**

Practical Work activities were carried out at Bengkalis Police Station. During the apprenticeship, the author was placed at the Bengkalis Police station.

### **3.4 Apprenticeship Agenda Report**

Description of the work carried out during the apprenticeship, which started on March 1<sup>st</sup> until June 30<sup>th</sup>, 2024, at Polres Bengkalis. The detailed activities can be seen in the following table:



**Table 3.1 Work Agenda Report First Week, March 1<sup>st</sup> - March 8<sup>th</sup>, 202**

No	Day/Date	Activities	Location
1	Friday, March 1, 2024	<ul style="list-style-type: none"> <li>• Introductions with employees of Polres Bengkalis</li> <li>• Practical placement</li> </ul>	Polres Bengkalis
2	Sunday, March 2, 2024	Off	
3	Monday, March 4, 2024	<ul style="list-style-type: none"> <li>• Recording the register of outgoing regular mail</li> <li>• Deliver the file/document to the person concerned</li> <li>• Pay Polres tax</li> </ul>	Polres Bengkalis
4	Tuesday, March 5, 2024	<ul style="list-style-type: none"> <li>• Recording the register of outgoing regular mail</li> <li>• Registering detainee files</li> </ul>	Polres Bengkalis
5	Wednesday, March 6, 2024	<ul style="list-style-type: none"> <li>• Recording SP gas out</li> <li>• Recording the register of outgoing regular mail</li> </ul>	Polres Bengkalis
6	Thursday, March 7, 2024	<ul style="list-style-type: none"> <li>• Recording SP gas out</li> <li>• Recording detainee files</li> </ul>	Polres Bengkalis
7	Friday, March 8, 2024	<ul style="list-style-type: none"> <li>• Recording the detainee list of Sat Reskim Polres</li> <li>• Filing SPDP</li> <li>• Recording the detainee file register</li> </ul>	Polres Bengkalis

Sources: Processed Data 2024

Agenda of work that has been done during the implementation of apprenticeship at Polres Bengkalis are as follows:

**Table 3.2 Work Agenda Report Second Week, March 11<sup>th</sup> - March 17<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, March 11, 2024	Nyepi holiday	
2	Tuesday, March 12, 2024	Nyepi holy day collective leave	
3	Wednesday, March 13, 2024	<ul style="list-style-type: none"> <li>• Record notification of investigation progress</li> <li>• SP gas out</li> <li>• Outgoing regular mail register</li> </ul>	Polres Bengkalis
4	Thursday, March 14, 2024	<ul style="list-style-type: none"> <li>• Recording of summons and warrants</li> <li>• Recording of notification of commencement of investigation of crimes and offenses</li> <li>• Recording notification of investigation progress</li> <li>• Seizure warrant</li> <li>• Incoming official memorandum</li> </ul>	Polres Bengkalis
5	Friday, March 15, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing letters</li> <li>• Recording of outgoing gas stations</li> <li>• Recording summons and warrant</li> </ul>	Polres Bengkalis

		registers <ul style="list-style-type: none"> <li>• Filing registers of investigation warrants and duty warrants</li> </ul>	
6	Saturday, March 16, 2024	Off	
7	Sunday, March 17, 2024	Off	

*Sources: Processed Data 2024*

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.3 Work Agenda Report Third Week, March 18<sup>th</sup> - March 24<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, March 18, 2024	Sick	
2	Tuesday, March 19, 2024	<ul style="list-style-type: none"> <li>• Recording the register of outgoing regular mail</li> <li>• Recording summons and warrants</li> <li>• Recording seizure warrants</li> <li>• Paying police tax money</li> <li>• Making official memorandum</li> <li>• Making recommendation letter</li> </ul>	Polres Bengkalis
3	Wednesday, March 20, 2024	<ul style="list-style-type: none"> <li>• Recording the register of outgoing regular mail</li> <li>• Recording of seizure warrant</li> <li>• Recording detainee file registers</li> <li>• Recording visum ET repertum request registers</li> <li>• Recording investigation orders and task orders</li> <li>• Recording incoming regular letters from agencies Recording registers of investigation warrants</li> <li>• Recording complaint reports</li> </ul>	Polres Bengkalis
4	Thursday, March 21, 2024	<ul style="list-style-type: none"> <li>• Recording of police reports</li> <li>• Make a disposition sheet</li> <li>• Filing documents in 2023</li> </ul>	Polres Bengkalis
5	Friday, March 22, 2024	<ul style="list-style-type: none"> <li>• Making outgoing regular letters</li> <li>• Recording incoming regular letters from agencies</li> </ul>	Polres Bengkalis
6	Saturday, March 23, 2024	Off	
7	Sunday, March 24, 2024	Off	

Sources: Processed Data 2024

Agenda of work that has been done during the implementation of apprenticeship at Polres Bengkalis are as follows:

**Table 3.4 Work Agenda Report Fourth Week, March 25<sup>th</sup> - March 31<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, March 25, 2024	<ul style="list-style-type: none"> <li>• Making outgoing ordinary letters</li> <li>• Recording the register of notification of commencement of investigation of crimes and offenses</li> <li>• Making a disposition sheet</li> </ul>	Polres Bengkalis
2	Tuesday, March 26, 2024	permission (absent)	
3	Wednesday, March 27, 2024	<ul style="list-style-type: none"> <li>• Recording the detainee register</li> <li>• Arrest warrant recording</li> <li>• Filing incoming</li> </ul>	Polres Bengkalis

		documents/letters	
4	Thursday, March 28, 2024	<ul style="list-style-type: none"> <li>Recording the investigation warrant register</li> <li>SP gas out</li> <li>Recording of complaint reports</li> <li>Recording of outgoing ordinary letters</li> <li>Making official memorandum</li> <li>Making an investigation task letter</li> </ul>	Polres Bengkalis
5	Friday, March 29, 2024	Holiday (death of Isa Almasih)	
6	Saturday, March 30, 2024	Off	
7	Sunday, March 31, 2024	Off	

Sources: Processed Data 2024

Agenda of work that has been done during the implementation of apprenticeship at Polres Bengkalis are as follows:

**Table 3.5 Work Agenda Report Fifth Week, April 1<sup>st</sup> - April 7<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, April 1, 2024	<ul style="list-style-type: none"> <li>Recording of incoming regular mail</li> <li>Recording of investigation warrant registers</li> <li>Filing outgoing regular mail</li> <li>Making a letter of recommendation</li> </ul>	Polres Bengkalis
2	Tuesday, April 2, 2024	<ul style="list-style-type: none"> <li>Recording of summons and warrant registers</li> <li>Recording of police reports</li> <li>Recording of investigation warrants</li> <li>SP gas out</li> <li>Ordinary letter out</li> <li>Making a recommendation letter</li> <li>Making official memorandum</li> </ul>	Polres Bengkalis
3	Wednesday, April 3, 2024	<ul style="list-style-type: none"> <li>Recording of outgoing regular mail</li> <li>Police report</li> <li>Investigation warrants and task orders</li> <li>Making an investigation letter</li> </ul>	Polres Bengkalis
4	Thursday, April 4, 2024	<ul style="list-style-type: none"> <li>Recording incoming regular mail from agencies</li> <li>Recording police reports</li> <li>Making outgoing ordinary letters</li> </ul>	Polres Bengkalis
5	Friday, April 5, 2024	<ul style="list-style-type: none"> <li>Recording the dispoisis sheet</li> <li>Recording police reports</li> <li>Making disposition sheet</li> </ul>	Polres Bengkalis

6	Saturday, April 6, 2024	Off	
7	Sunday, April 7, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.6 Work Agenda Report Sixth Week, April 8<sup>th</sup> - April 14<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, April 8, 2024	Eid al-Fitr collective leave	
2	Tuesday, April 9, 2024	Eid al-Fitr collective leave	
3	Wednesday, April 10, 2024	Eid al-Fitr collective leave	
4	Thursday, April 11, 2024	Eid al-Fitr collective leave	
5	Friday, April 12, 2024	Eid al-Fitr collective leave	
6	Saturday, April 13, 2024	Off	
7	Sunday, April 14, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.7 Work Agenda Report Seventh Week, April 15<sup>th</sup> - April 21<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, April 15, 2024	Make a recommendation letter	Polres Bengkalis
2	Tuesday, April 16, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing regular mail</li> <li>• Recording of outgoing gas tax returns</li> </ul>	Polres Bengkalis
3	Wednesday, April 17, 2024	<ul style="list-style-type: none"> <li>• Recording of police reports</li> <li>• Recording of outgoing ordinary letters</li> <li>• Recording of investigation warrants</li> <li>• Make a business memorandum</li> </ul>	Polres Bengkalis
4	Thursday, April 18, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing ordinary letters</li> <li>• Recording arrest warrants</li> <li>• Recording of investigation warrants</li> <li>• Make a letter of inquiry</li> </ul>	Polres Bengkalis
5	Friday, April 19, 2024	<ul style="list-style-type: none"> <li>• Recording of police reports</li> <li>• Recording of summons</li> <li>• Recording of duty and investigation orders</li> </ul>	Polres Bengkalis

6	Saturday, April 20, 2024	Off	
7	Sunday, April 21, 2024	Off	

Sources: *Processed Data 2024*

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.8 Work Agenda Report Eighth Week, April 22<sup>th</sup> - April 28<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, April 22, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing regular mail</li> <li>• Recording SP gas</li> <li>• Making recommendation letter</li> </ul>	Polres Bengkalis
2	Tuesday, April 23, 2024	<ul style="list-style-type: none"> <li>• Recording of investigation warrants and task orders</li> <li>• Recording summons and warrants</li> <li>• Recording of outgoing ordinary letters</li> <li>• Seizure warrants</li> <li>• Outgoing official memorandum</li> <li>• Police report</li> <li>• Complaint report</li> <li>• Arrest warrant</li> </ul>	Polres Bengkalis
3	Wednesday, April 24, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing ordinary letters</li> <li>• Outgoing official memorandum</li> <li>• Summons</li> <li>• Investigation task order</li> <li>• Making official memorandum</li> </ul>	Polres Bengkalis
4	Thursday, April 25, 2024	Typing monthly reports of public service usage data related to the 2024 information assessment letter at one Bengkalis police station.	Polres Bengkalis
5	Friday, April 26, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing regular mail</li> <li>• Summons</li> <li>• Incoming regular mail from agencies</li> </ul>	Polres Bengkalis
6	Saturday, April 27, 2024	Off	
7	Sunday, April 28, 2024	Off	

Sources: *Processed Data 2024*

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.9 Work Agenda Report Ninth Week, April 29<sup>th</sup> - May 5<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, April 29, 2024	<ul style="list-style-type: none"> <li>• Recording of police reports</li> <li>• Recording of summons</li> <li>• Recording of receipts</li> <li>• Making recommendation letter</li> </ul>	Polres Bengkalis
2	Tuesday, April 30, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing regular mail</li> <li>• Recording incoming regular mail from agencies</li> <li>• Recording police reports</li> </ul>	Polres Bengkalis
3	Wednesday, May 1, 2024	Leave (international labor day)	
4	Thursday, May 2, 2024	<ul style="list-style-type: none"> <li>• Recording of police reports</li> <li>• Summons</li> <li>• Ordinary outgoing mail</li> <li>• Investigation warrant</li> </ul>	Polres Bengkalis
5	Friday, May 3, 2024	<ul style="list-style-type: none"> <li>• Bon recording</li> <li>• Recording incoming regular mail from agencies</li> </ul>	Polres Bengkalis
6	Saturday, May 4, 2024	Off	
7	Sunday, May 5, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.10 Work Agenda Report Tenth Week, May 6<sup>th</sup> - May 12<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, May 6, 2024	<ul style="list-style-type: none"> <li>• Making outgoing regular letters</li> <li>• Task order</li> <li>• Recording receipts</li> </ul>	Polres Bengkalis
2	Tuesday, May 7, 2024	Make a business memorandum	Polres Bengkalis
3	Wednesday, May 8, 2024	Make a business memorandum	Polres Bengkalis
4	Thursday, May 9, 2024	Holiday (Ascension of Jesus Christ)	
5	Friday, May 10, 2024	Shared leave	
6	Saturday, May 11, 2024	Off	
7	Sunday, May 12, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.11 Work Agenda Report Eleventh Week, May 13<sup>th</sup> - May 19<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, May 13, 2024	<ul style="list-style-type: none"> <li>• Make a recommendation letter</li> <li>• Recording of outgoing regular letters</li> <li>• Recording summons letters</li> <li>• Recording receipts</li> </ul>	Polres Bengkalis
2	Tuesday, May 14, 2024	<ul style="list-style-type: none"> <li>• Make an investigation task order</li> <li>• Recording incoming regular letters from agencies</li> </ul>	Polres Bengkalis
3	Wednesday, May 15, 2024	<ul style="list-style-type: none"> <li>• Make an investigation task order</li> <li>• Make a recommendation letter</li> </ul>	Polres Bengkalis
4	Thursday, May 16, 2024	<ul style="list-style-type: none"> <li>• Creating or typing a jastic restorative</li> <li>• Recording outgoing regular mail</li> <li>• Recording summons</li> </ul>	Polres Bengkalis
5	Friday, May 17, 2024	Creating or typing a jastic restorative	Polres Bengkalis
6	Saturday, May 18, 2024	Off	
7	Sunday, May 19, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.12 Work Agenda Report Twelfth Week, May 20<sup>th</sup> - May 26<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, May 20, 2024	Making jastic restoratis	Polres Bengkalis
2	Tuesday, May 21, 2024	Make a sat reskim report	Polres Bengkalis
3	Wednesday, May 22, 2024	Make a sat reskim report	Polres Bengkalis
4	Thursday, May 23, 2024	Vesak Day	
5	Friday, May 24, 2024	Shared leave	
6	Saturday, May 25, 2024	Off	
7	Sunday, May 26, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.13 Work Agenda Report Thirteenth Week, May 27<sup>th</sup> - June 2<sup>nd</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, May 27, 2024	Make a recommendation letter	Polres Bengkalis
2	Tuesday, May 28, 2024	Make a business memorandum	Polres Bengkalis
3	Wednesday, May 29,	Create recommendation letters and	Polres Bengkalis



	2024	make justic restorations	
4	Thursday, May 30, 2024	<ul style="list-style-type: none"> <li>• Make a business memorandum</li> <li>• Recording incoming regular mail from agencies</li> </ul>	Polres Bengkalis
5	Friday, May 31, 2024	Make a recommendation letter	Polres Bengkalis
6	Saturday, June 1, 2024	Off	
7	Sunday, June 2, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.14 Work Agenda Report Fourteenth Week, June 3<sup>rd</sup> - June 9<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, June 3, 2024	Making jastis restoratis	Polres Bengkalis
2	Tuesday, June 4, 2024	Make an investigation letter	Polres Bengkalis
3	Wednesday, June 5, 2024	<ul style="list-style-type: none"> <li>• Make an investigation warrant</li> <li>• Bon recording</li> <li>• Typing monthly reports on public service usage data</li> </ul>	Polres Bengkalis
4	Thursday, June 6, 2024	<ul style="list-style-type: none"> <li>• Make a business memorandum</li> <li>• Recording of receipts</li> </ul>	Polres Bengkalis
5	Friday, June 7, 2024	Make PERWABKU (bantek routine budget)	Polres Bengkalis
6	Saturday, June 8, 2024	Off	
7	Sunday, June 9, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.15 Work Agenda Report Fifteenth Week, June 10<sup>th</sup> - June 16<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, June 10, 2024	Making PERWABKU	Polres Bengkalis
2	Tuesday, June 11, 2024	Making PERWABKU	Polres Bengkalis
3	Wednesday, June 12, 2024	Making PERWABKU	Polres Bengkalis
4	Thursday, June 13, 2024	<ul style="list-style-type: none"> <li>• Making PERWABKU</li> <li>• Bon recording</li> </ul>	Polres Bengkalis
5	Friday, June 14, 2024	<ul style="list-style-type: none"> <li>• Make a business memorandum</li> <li>• Making a letter of inquiry</li> </ul>	Polres Bengkalis
6	Saturday, June 15, 2024	Off	
7	Sunday, June 16, 2024	Off	

Sources: Processed Data 2024

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.16 Work Agenda Report Sixteenth Week, June 17<sup>th</sup> - June 23<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, June 17, 2024	Eid al-Adha holiday	
2	Tuesday, June 18, 2024	Off	
3	Wednesday, June 19, 2024	<ul style="list-style-type: none"> <li>• Recording of incoming regular mail</li> <li>• Recording police reports</li> <li>• Recording complaint reports</li> </ul>	Polres Bengkalis
4	Thursday, June 20, 2024	Bon recording	Polres Bengkalis
5	Friday, June 21, 2024	Typing of monthly reports on public service utilization data related to the 2024 integration service survey	Polres Bengkalis
6	Saturday, June 22, 2024	Off	
7	Sunday, June 23, 2024	Off	

*Sources: Processed Data 2024*

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at Polres Bengkalis is as follows:

**Table 3.17 Work Agenda Report Seventeenth Week, June 24<sup>th</sup> - June 30<sup>th</sup>, 2024**

No	Day/Date	Activities	Location
1	Monday, June 24, 2024	Make a recommendation letter	Polres Bengkalis
2	Tuesday, June 25, 2024	<ul style="list-style-type: none"> <li>• Bon recording</li> <li>• Filing outgoing regular mail</li> </ul>	Polres Bengkalis
3	Wednesday, June 26, 2024	Bon recording	Polres Bengkalis
4	Thursday, June 27, 2024	<ul style="list-style-type: none"> <li>• Recording of incoming regular mail</li> <li>• Recording of summons</li> </ul>	Polres Bengkalis
5	Friday, June 28, 2024	Make a business memorandum	Polres Bengkalis
6	Saturday, June 29, 2024	Off	
7	Sunday, June 30, 2024	Off	

*Sources: Processed Data 2024*

### **3.5 Obstacles and Solution**

During the apprenticeship in the Administration Department of the Bengkalis Police Station, the author encountered several obstacles that affected task efficiency. Below are the challenges faced and the proposed solutions:

#### **1. Limited System Access**

The system could only be accessed through office computers available exclusively to Bengkalis Police Station employees, so the author proposed alternating computer usage with employees at different times to maximize access to necessary tools.

#### **2. Insufficient Number of Computers**

Due to the limited number of computers, interns struggled to complete tasks on time; the author suggested implementing a computer usage schedule that allocates dedicated time slots for interns.

#### **3. Restricted Access to Financial Reports**

The staff were hesitant to provide full access to financial reports due to privacy concerns, so the author focused on the guidance provided by the staff to learn the fundamentals of financial reporting without compromising sensitive information.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

The apprenticeship program at Polres Bengkalis provided a highly valuable and enriching experience within the administrative and operational sectors of law enforcement. Over the course of the four-month period from March 1<sup>st</sup> to June 30<sup>th</sup>, 2024, I had the opportunity to engage in various tasks that significantly enhanced my practical knowledge and understanding of administrative operations in a governmental context.

During this apprenticeship, I was involved in numerous activities such as documenting detainee files, recording the register of outgoing regular mail, managing complaint reports, filing investigation warrants, and handling the notification of investigation progress. These tasks allowed me to apply theoretical knowledge from my studies in Business Administration to real-world scenarios, thereby enhancing my skills in administrative management and organizational operations.

This experience also provided deep insights into the structural and functional dynamics of Polres Bengkalis, highlighting the critical roles and responsibilities of various departments within the police force. The apprenticeship fostered a strong sense of responsibility, improved my work ethic, and helped me adapt to a professional working environment. This preparation is invaluable for my future career opportunities in the field of administration and public service.

Moreover, working closely with the staff at Polres Bengkalis has broadened my understanding of public administration and its impact on community safety and order. The knowledge and experience gained from this apprenticeship are pivotal in shaping my professional capabilities and readiness to contribute effectively to similar roles in the future.

Overall, the apprenticeship at Polres Bengkalis was a profound learning experience that bridged the gap between academic knowledge and practical

application, preparing me thoroughly for a career in business administration and public service.

#### **4.2 Suggestion**

1. Develop and implement advanced training programs for officers to improve their skills in investigation, crisis management, and community policing.
2. Include regular workshops and seminars with experts from various fields to keep the officers updated with the latest law enforcement techniques and technologies
3. Enhance the working environment for officers by ensuring they have access to necessary facilities and support systems.
4. Encourage officers to pursue further education and professional development courses to enhance their qualifications and expertise
5. Create an easy-to-use feedback mechanism for both officers and the public to provide suggestions and report issues.

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Wibowo, A. (2019). *Manajemen Kepolisian: Teori dan Praktik*. Jakarta: Penerbit Salemba Empat. Buku ini memberikan wawasan tentang manajemen dan operasional kepolisian yang dapat dihubungkan dengan pengalaman di Polres.

## APPENDICES

### Appendix 1 : Daily Activities

#### WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : March 1<sup>st</sup> 2024 – March 8<sup>th</sup> 2024

Day/Date	Activity	Location	Approval By Mentor
Friday, March 1, 2024	<ul style="list-style-type: none"> <li>• Introductions with employees of Polres Bengkalis</li> <li>• Practical placement</li> </ul>	Polres Bengkalis	
Sunday, March 2, 2024	Off		
Monday, March 4, 2024	<ul style="list-style-type: none"> <li>• Recording the register of outgoing regular mail</li> <li>• Deliver the file/document to the person concerned</li> <li>• Pay Polres tax</li> </ul>	Polres Bengkalis	
Tuesday, March 5, 2024	<ul style="list-style-type: none"> <li>• Recording the register of outgoing regular mail</li> <li>• Registering detainee files</li> </ul>	Polres Bengkalis	
Wednesday, March 6, 2024	<ul style="list-style-type: none"> <li>• Recording SP gas out</li> <li>• Recording the register of outgoing regular mail</li> </ul>	Polres Bengkalis	
Thursday, March 7, 2024	<ul style="list-style-type: none"> <li>• Recording SP gas out</li> <li>• Recording detainee files</li> </ul>	Polres Bengkalis	
Friday, March 8, 2024	<ul style="list-style-type: none"> <li>• Recording the detainee list of Sat Reskim Polres</li> <li>• Filing SPDP</li> <li>• Recording the detainee file register</li> </ul>	Polres Bengkalis	
Activities		Description	
		At Polres Bengkalis, key tasks include	










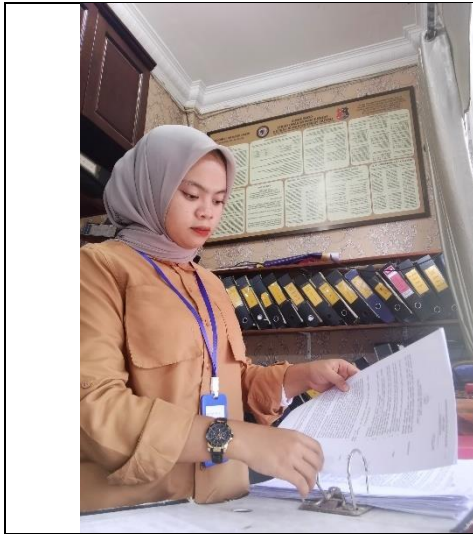
familiarizing with staff, recording outgoing letters, handling important documents, managing police tax payments, and keeping detailed prisoner files and SP Gas registers. The Criminal Investigation Department maintains an updated detainee list, and SPDP documents are systematically archived for easy retrieval.



## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : March 11<sup>th</sup> 2024 – March 17<sup>th</sup> 2024








Day/Date	Activity	Location	Approval By Mentor
Monday, March 11, 2024	Nyepi holiday		
Tuesday, March 12, 2024	Nyepi holy day collective leave		
Wednesday, March 13, 2024	<ul style="list-style-type: none"> <li>• Record notification of investigation progress</li> <li>• SP gas out</li> <li>• Outgoing regular mail register</li> </ul>	Polres Bengkalis	
Thursday, March 14, 2024	<ul style="list-style-type: none"> <li>• Recording of summons and warrants</li> <li>• Recording of notification of commencement of investigation of crimes and offenses</li> <li>• Recording notification of investigation progress</li> <li>• Seizure warrant</li> <li>• Incoming official memorandum</li> </ul>	Polres Bengkalis	
Friday, March 15, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing letters</li> <li>• Recording of outgoing gas stations</li> <li>• Recording summons and warrant registers</li> <li>• Filing registers of investigation warrants and duty warrants</li> </ul>	Polres Bengkalis	
Saturday, March 16, 2024	Off		
Sunday, March 17, 2024	Off		
Activities		Description	
		To manage police documentation, accurately record and maintain procedural documents	

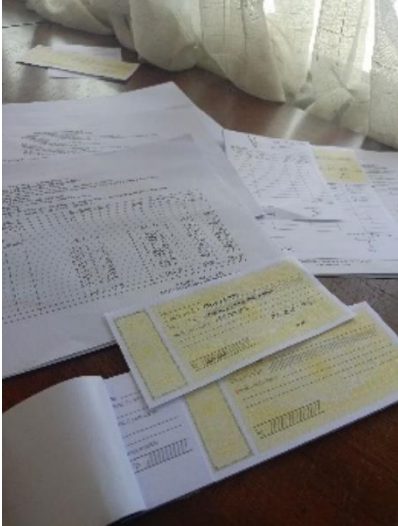


such as investigation progress notifications, outgoing Gas SPs, ordinary letters, summonses, apprehension orders, investigation notices, and seizure orders. Also, handle incoming memos and archive registers of investigation orders and task assignments to keep records organized and accessible.

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP








Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : March 18<sup>th</sup> 2024 – March 24<sup>th</sup> 2024

Day/Date	Activity	Location	Approval By Mentor
Monday, March 18, 2024	Sick		
Tuesday, March 19, 2024	<ul style="list-style-type: none"> <li>• Recording the register of outgoing regular mail</li> <li>• Recording summons and warrants</li> <li>• Recording seizure warrants</li> <li>• Paying police tax money</li> <li>• Making official memorandum</li> <li>• Making recommendation letter</li> </ul>	Polres Bengkalis	
Wednesday, March 20, 2024	<ul style="list-style-type: none"> <li>• Recording the register of outgoing regular mail</li> <li>• Recording of seizure warrant</li> <li>• Recording detainee file registers</li> <li>• Recording visum ET repertum request registers</li> <li>• Recording investigation orders and task orders</li> <li>• Recording incoming regular letters from agencies</li> <li>• Recording registers of investigation warrants</li> <li>• Recording complaint reports</li> </ul>	Polres Bengkalis	
Thursday, March 21, 2024	<ul style="list-style-type: none"> <li>• Recording of police reports</li> <li>• Make a disposition sheet</li> <li>• Filing documents in 2023</li> </ul>	Polres Bengkalis	
Friday, March 22, 2024	<ul style="list-style-type: none"> <li>• Making outgoing regular letters</li> <li>• Recording incoming regular letters from agencies</li> </ul>	Polres Bengkalis	
Saturday, March 23, 2024	Off		
Sunday, March 24, 2024	Off		

Activities	Description
	<p>At Polres Bengkalis, administrative tasks include recording outgoing letters, documenting summonses, seizure orders, and detainee files. The office also manages tax payments, creates internal memos and recommendation letters, handles visum ET Repertum requests, and logs incoming correspondence. Complaints and police reports are documented, disposition sheets are prepared, and all 2023 documents are archived for future reference.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : March 25<sup>th</sup> 2024 – March 31<sup>th</sup> 2024








Day/Date	Activity	Location	Approval By Mentor
Monday, March 25, 2024	<ul style="list-style-type: none"> <li>• Making outgoing ordinary letters</li> <li>• Recording the register of notification of commencement of investigation of crimes and offenses</li> <li>• Making a disposition sheet</li> </ul>	Polres Bengkalis	
Tuesday, March 26, 2024	Permission (absent)		
Wednesday, March 27, 2024	<ul style="list-style-type: none"> <li>• Recording the detainee register</li> <li>• Arrest warrant recording</li> <li>• Filing incoming documents/letters</li> </ul>	Polres Bengkalis	
Thursday, March 28, 2024	<ul style="list-style-type: none"> <li>• Recording the investigation warrant register</li> <li>• SP gas out</li> <li>• Recording of complaint reports</li> <li>• Recording of outgoing ordinary letters</li> <li>• Making official memorandum</li> <li>• Making an investigation task letter</li> </ul>	Polres Bengkalis	
Friday, March 29, 2024	Holiday (death of Isa Almasih)		
Saturday, March 30, 2024	Off		
Sunday, March 31, 2024	Off		
Activities		Description	
		At Polres Bengkalis, key administrative tasks include preparing routine letters, recording	

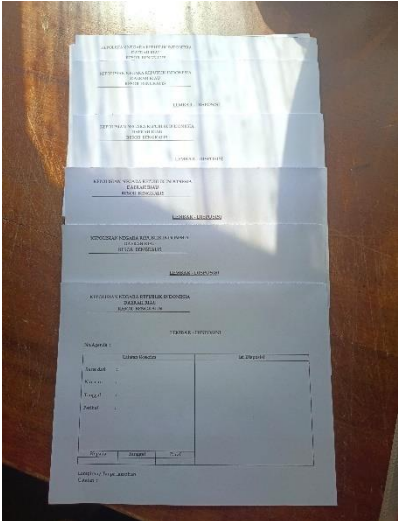


crime investigation starts, creating disposition sheets, and maintaining registers for detainees and arrest warrants. Incoming documents are archived, and investigation orders and gas usage are documented, alongside processing complaint reports.

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : April 1<sup>st</sup> 2024 – April 7<sup>th</sup> 2024








Day/Date	Activity	Location	Approval By Mentor
Monday, April 1, 2024	<ul style="list-style-type: none"> <li>• Recording of incoming regular mail</li> <li>• Recording of investigation warrant registers</li> <li>• Filing outgoing regular mail</li> <li>• Making a letter of recommendation</li> </ul>	Polres Bengkalis	
Tuesday, April 2, 2024	<ul style="list-style-type: none"> <li>• Recording of summons and warrant registers</li> <li>• Recording of police reports</li> <li>• Recording of investigation warrants</li> <li>• SP gas out</li> <li>• Ordinary letter out</li> <li>• Making a recommendation letter</li> <li>• Making official memorandum</li> </ul>	Polres Bengkalis	
Wednesday, April 3, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing regular mail</li> <li>• Police report</li> <li>• Investigation warrants and task orders</li> <li>• Making an investigation letter</li> </ul>	Polres Bengkalis	
Thursday, April 4, 2024	<ul style="list-style-type: none"> <li>• Recording incoming regular mail from agencies</li> <li>• Recording police reports</li> <li>• Making outgoing ordinary letters</li> </ul>	Polres Bengkalis	
Friday, April 5, 2024	<ul style="list-style-type: none"> <li>• Recording the dispoisis sheet</li> <li>• Recording police reports</li> <li>• Making disposition sheet</li> </ul>	Polres Bengkalis	
Saturday, April 6, 2024	Off		
Sunday, April 7, 2024	Off		

Activities	Description
	<p>The image illustrates various administrative processes at Polres Bengkulu, including the registration of incoming ordinary letters and investigation orders, archiving outgoing letters, preparing recommendation letters, and recording call notices and orders to appear. It also depicts the documentation of police reports, handling of outgoing SP Gas requests, preparation of official memos, and management of dispositional sheets, both in recording and creation. Each step is crucial for maintaining organized and efficient operations within the police department.</p>










## WEEKLY ACTIVITIES OF THE APPRENTICESHIP


Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : April 8<sup>th</sup> 2024 – April 14<sup>th</sup> 2024

Day/Date	Activity	Location	Approval By Mentor
Monday, April 8, 2024	Eid al-Fitr collective leave		
Tuesday, April 9, 2024	Eid al-Fitr collective leave		
Wednesday, April 10, 2024	Eid al-Fitr collective leave		
Thursday, April 11, 2024	Eid al-Fitr collective leave		
Friday, April 12, 2024	Eid al-Fitr collective leave		
Saturday, April 13, 2024	Off		
Sunday, April 14, 2024	Off		
Activities		Description	
-		-	

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP








Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : April 15<sup>th</sup> 2024 – April 21<sup>th</sup> 2024


Day/Date	Activity	Location	Approval By Mentor
Monday, April 15, 2024	Make a recommendation letter	Polres Bengkalis	
Tuesday, April 16, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing regular mail</li> <li>• Recording of outgoing gas tax returns</li> </ul>	Polres Bengkalis	
Wednesday, April 17, 2024	<ul style="list-style-type: none"> <li>• Recording of police reports</li> <li>• Recording of outgoing ordinary letters</li> <li>• Recording of investigation warrants</li> <li>• Make a business memorandum</li> </ul>	Polres Bengkalis	
Thursday, April 18, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing ordinary letters</li> <li>• Recording arrest warrants</li> <li>• Recording of investigation warrants</li> <li>• Make a letter of inquiry</li> </ul>	Polres Bengkalis	
Friday, April 19, 2024	<ul style="list-style-type: none"> <li>• Recording of police reports</li> <li>• Recording of summons</li> <li>• Recording of duty and investigation orders</li> </ul>	Polres Bengkalis	
Saturday, April 20, 2024	Off		
Sunday, April 21, 2024	Off		

Activities	Description
	<p>The image illustrates various administrative processes in a police department, including the creation of recommendation letters, recording outgoing regular letters, and tracking Gas Order Forms (SP Gas). It also shows the documentation of police reports, investigation orders, internal memos, and arrest warrants. Additionally, the recording of investigation letters, summonses, and task and investigation orders is highlighted. Accurate documentation and systematic recording of these documents are crucial for effective police administration and case management.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP








Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : April 22<sup>th</sup> 2024 – April 28<sup>th</sup> 2024


Day/Date	Activity	Location	Approval By Mentor
Monday, April 22, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing regular mail</li> <li>• Recording SP gas</li> <li>• Making recommendation letter</li> </ul>	Polres Bengkalis	
Tuesday, April 23, 2024	<ul style="list-style-type: none"> <li>• Recording of investigation warrants and task orders</li> <li>• Recording summons and warrants</li> <li>• Recording of outgoing ordinary letters</li> <li>• Seizure warrants</li> <li>• Outgoing official memorandum</li> <li>• Police report</li> <li>• Complaint report</li> <li>• Arrest warrant</li> </ul>	Polres Bengkalis	
Wednesday, April 24, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing ordinary letters</li> <li>• Outgoing official memorandum</li> <li>• Summons</li> <li>• Investigation task order</li> <li>• Making official memorandum</li> </ul>	Polres Bengkalis	
Thursday, April 25, 2024	<ul style="list-style-type: none"> <li>• Typing monthly reports of public service usage data related to the 2024 information assessment letter at one Bengkalis police station.</li> </ul>	Polres Bengkalis	
Friday, April 26, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing regular mail</li> <li>• Summons</li> <li>• Incoming regular mail from agencies</li> </ul>	Polres Bengkalis	
Saturday, April 27, 2024	Off		
Sunday, April 28, 2024	Off		

Activities	Description
	<p>The image shows the administrative procedures at Polres Bengkalis, including recording outgoing and incoming letters, SP Gas orders, investigation and task orders, memos, police reports, complaints, seizure and arrest warrants, and monthly public service reports for 2024.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP









Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : April 29<sup>th</sup> 2024 – May 5<sup>th</sup> 2024

Day/Date	Activity	Location	Approval By Mentor
Monday, April 29, 2024	<ul style="list-style-type: none"> <li>• Recording of police reports</li> <li>• Recording of summons</li> <li>• Recording of receipts</li> <li>• Making recommendation letter</li> </ul>	Polres Bengkalis	
Tuesday, April 30, 2024	<ul style="list-style-type: none"> <li>• Recording of outgoing regular mail</li> <li>• Recording incoming regular mail from agencies</li> <li>• Recording police reports</li> </ul>	Polres Bengkalis	
Wednesday, May 1, 2024	<ul style="list-style-type: none"> <li>• Leave (international labor day)</li> </ul>		
Thursday, May 2, 2024	<ul style="list-style-type: none"> <li>• Recording of police reports</li> <li>• Summons</li> <li>• Ordinary outgoing mail</li> <li>• Investigation warrant</li> </ul>	Polres Bengkalis	
Friday, May 3, 2024	<ul style="list-style-type: none"> <li>• Bon recording</li> <li>• Recording incoming regular mail from agencies</li> </ul>	Polres Bengkalis	
Saturday, May 4, 2024	Off		
Sunday, May 5, 2024	Off		

Activities	Description
	<p>The image illustrates the administrative processes at Polres Bengkulu, including the creation of recommendation letters, the recording of police reports, summons documentation, and the logging of receipts. It also shows the handling of outgoing and incoming correspondence from other institutions and the issuance of investigation orders. Each process involves meticulous documentation to ensure accurate records and efficient handling of official communications and procedural actions.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP








Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : May 6<sup>th</sup> 2024 – May 12<sup>th</sup> 2024

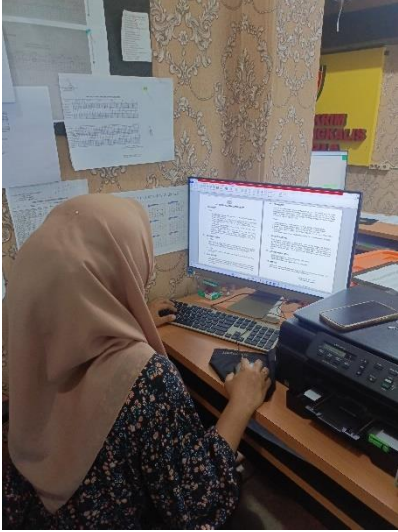
Day/Date	Activity	Location	Approval By Mentor
Monday, May 6, 2024	<ul style="list-style-type: none"> <li>• Making outgoing regular letters</li> <li>• Task order</li> <li>• Recording receipts</li> </ul>	Polres Bengkalis	
Tuesday, May 7, 2024	<ul style="list-style-type: none"> <li>• Make a business memorandum</li> </ul>	Polres Bengkalis	
Wednesday, May 8, 2024	<ul style="list-style-type: none"> <li>• Make a business memorandum</li> </ul>	Polres Bengkalis	
Thursday, May 9, 2024	Holiday (Ascension of Jesus Christ)		
Friday, May 10, 2024	Shared leave		
Saturday, May 11, 2024	Off		
Sunday, May 12, 2024	Off		
Activities		Description	
		<p>The image shows the creation of various documents at Polres Bengkalis, including outgoing letters, task orders, vouchers, and internal memos. Each document is essential for ensuring effective communication and accurate administrative processes.</p>	



## WEEKLY ACTIVITIES OF THE APPRENTICESHIP








Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : May 13<sup>th</sup> 2024 – May 19<sup>th</sup> 2024


Day/Date	Activity	Location	Approval By Mentor
Monday, May 13, 2024	<ul style="list-style-type: none"> <li>• Make a recommendation letter</li> <li>• Recording of outgoing regular letters</li> <li>• Recording summons letters</li> <li>• Recording receipts</li> </ul>	Polres Bengkalis	
Tuesday, May 14, 2024	<ul style="list-style-type: none"> <li>• Make an investigation task order</li> <li>• Recording incoming regular letters from agencies</li> </ul>	Polres Bengkalis	
Wednesday, May 15, 2024	<ul style="list-style-type: none"> <li>• Make an investigation task order</li> <li>• Make a recommendation letter</li> </ul>	Polres Bengkalis	
Thursday, May 16, 2024	<ul style="list-style-type: none"> <li>• Creating or typing a jastic restorative</li> <li>• Recording outgoing regular mail</li> <li>• Recording summons</li> </ul>	Polres Bengkalis	
Friday, May 17, 2024	Creating or typing a jastic restorative	Polres Bengkalis	
Saturday, May 18, 2024	Off		
Sunday, May 19, 2024	Off		

Activities	Description
	<p>The image depicts various administrative tasks at Polres Bengkalis, including the creation of recommendation letters, recording outgoing letters, and documenting summons. It also covers the recording of receipts, drafting investigation orders, and logging incoming letters from other institutions. Additionally, it illustrates the preparation or typing of restorative justice documents and accurate recording of summons, ensuring all communications and documents are properly managed and traceable.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP








Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : May 20<sup>th</sup> 2024 – May 26<sup>th</sup> 2024


Day/Date	Activity	Location	Approval By Mentor
Monday, May 20, 2024	Making jastis restoratis	Polres Bengkalis	
Tuesday, May 21, 2024	Make a sat reskim report	Polres Bengkalis	
Wednesday, May 22, 2024	Make a sat reskim report	Polres Bengkalis	
Thursday, May 23, 2024	Vesak Day		
Friday, May 24, 2024	Off		
Saturday, May 25, 2024	Off		
Sunday, May 26, 2024	Off		

Activities	Description
	<p>The image shows two activities at Polres Bengkalis: implementing restorative justice through mediation and organizing investigation tasks by the Criminal Investigation Unit (Sat Reskim). Restorative justice aims to reconcile offenders and victims, while Sat Reskim focuses on planning and executing efficient case investigations.</p>

### WEEKLY ACTIVITIES OF THE APPRENTICESHIP








Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : May 27<sup>th</sup> 2024 – June 2<sup>nd</sup> 2024


Day/Date	Activity	Location	Approval By Mentor
Monday, May 27, 2024	Make a recommendation letter	Polres Bengkalis	
Tuesday, May 28, 2024	Make a business memorandum	Polres Bengkalis	
Wednesday, May 29, 2024	Create recommendation letters and make justic restorations	Polres Bengkalis	
Thursday, May 30, 2024	<ul style="list-style-type: none"> <li>• Make a business memorandum</li> <li>• Recording incoming regular mail from agencies</li> </ul>	Polres Bengkalis	
Friday, May 31, 2024	Make a recommendation letter	Polres Bengkalis	
Saturday, June 1, 2024	Off		
Sunday, June 2, 2024	Off		

Activities	Description
	<p>This image shows an officer handling key administrative tasks: drafting recommendation letters, creating official memorandums, preparing restorative justice documents, and recording incoming correspondence from external institutions.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : June 3<sup>rd</sup> 2024 – June 9<sup>th</sup> 2024








Day/Date	Activity	Location	Approval By Mentor
Monday, June 3, 2024	Making jastis restoratis	Polres Bengkalis	
Tuesday, June 4, 2024	Make an investigation letter	Polres Bengkalis	
Wednesday, June 5, 2024	<ul style="list-style-type: none"> <li>• Make an investigation warrant</li> <li>• Bon recording</li> <li>• Typing monthly reports on public service usage data</li> </ul>	Polres Bengkalis	
Thursday, June 6, 2024	<ul style="list-style-type: none"> <li>• Make a business memorandum</li> <li>• Recording of receipts</li> </ul>	Polres Bengkalis	
Friday, June 7, 2024	Make PERWABKU (bantek routine budget)	Polres Bengkalis	
Saturday, June 8, 2024	Off		
Sunday, June 9, 2024	Off		


Activities	Description
	<p>The image illustrates various administrative tasks at Polres Bengkalis, including the preparation of restorative justice documents, investigation letters, and investigation orders. It also shows the recording of receipts, typing of monthly public service usage reports, and the drafting of internal memos. These activities are essential for maintaining efficient operations and accurate documentation within the police department.</p>



## WEEKLY ACTIVITIES OF THE APPRENTICESHIP








Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : June 10<sup>th</sup> 2024 – June 16<sup>th</sup> 2024


Day/Date	Activity	Location	Approval By Mentor
Monday, June 10, 2024	Making PERWABKU	Polres Bengkalis	
Tuesday, June 11, 2024	Making PERWABKU	Polres Bengkalis	
Wednesday, June 12, 2024	Making PERWABKU	Polres Bengkalis	
Thursday, June 13, 2024	<ul style="list-style-type: none"> <li>• Making PERWABKU</li> <li>• Bon recording</li> </ul>	Polres Bengkalis	
Friday, June 14, 2024	<ul style="list-style-type: none"> <li>• Make a business memorandum</li> <li>• Making a letter of inquiry</li> </ul>	Polres Bengkalis	
Saturday, June 15, 2024	Off		
Sunday, June 16, 2024	Off		

Activities	Description
	<p>The image shows key administrative tasks at the Bengkalis Police Station, including creating PERWABKU orders, recording vouchers, drafting memos, and preparing investigation letters. These activities ensure accurate documentation and efficient operations.</p>

## WEEKLY ACTIVITIES OF THE APPRENTICESHIP








Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : June 17<sup>th</sup> 2024 – June 23<sup>th</sup> 2024


Day/Date	Activity	Location	Approval By Mentor
Monday, June 17, 2024	Eid al-Adha holiday		
Tuesday, June 18, 2024	Off		
Wednesday, June 19, 2024	<ul style="list-style-type: none"> <li>• Recording of incoming regular mail</li> <li>• Recording police reports</li> <li>• Recording complaint reports</li> </ul>	Polres Bengkalis	
Thursday, June 20, 2024	Bon recording	Polres Bengkalis	
Friday, June 21, 2024	Typing of monthly reports on public service utilization data related to the 2024 integration service survey	Polres Bengkalis	
Saturday, June 22, 2024	Off		
Sunday, June 23, 2024	Off		

Activities	Description
	<p>This image illustrates the comprehensive documentation processes at Polres Bengkalis, including the recording of incoming regular mail, police reports, and investigation documents. It also highlights the meticulous logging of financial vouchers and the preparation of monthly reports on public service data for the 2024 integration service survey. Each process is essential for maintaining accurate records, ensuring transparency, and evaluating service efficiency.</p>

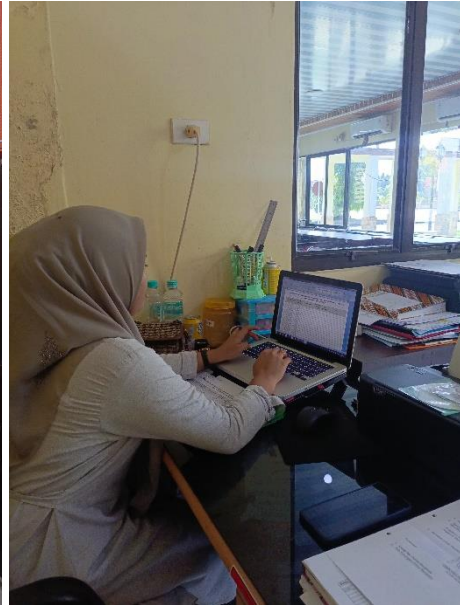
## WEEKLY ACTIVITIES OF THE APPRENTICESHIP

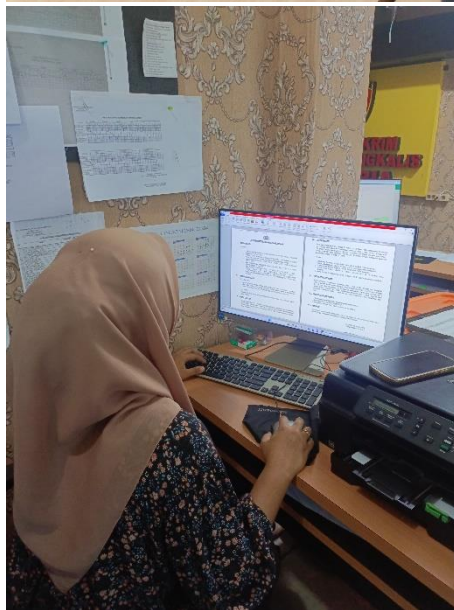
Intern Name : Ayu Syafika  
 Intern Position : Administration Business  
 Business Unit : Polres Bengkalis  
 Mentor Name : Anggun Apriansyah  
 Period : June 24<sup>th</sup> 2024 – June 30<sup>th</sup> 2024

Day/Date	Activity	Location	Approval By Mentor
Monday, June 24, 2024	Make a recommendation letter	Polres Bengkalis	
Tuesday, June 25, 2024	<ul style="list-style-type: none"> <li>• Bon recording</li> <li>• Filing outgoing regular mail</li> </ul>	Polres Bengkalis	
Wednesday, June 26, 2024	Bon recording	Polres Bengkalis	
Thursday, June 27, 2024	<ul style="list-style-type: none"> <li>• Recording of incoming regular mail</li> <li>• Recording of summons</li> </ul>	Polres Bengkalis	
Friday, June 28, 2024	Make a business memorandum	Polres Bengkalis	
Saturday, June 29, 2024	Off		
Sunday, June 30, 2024	Off		

Activities	Description
 A woman wearing a light blue uniform and a beige hijab is seated at a desk in an office. She is looking down at a document she is holding. On the desk in front of her are several other papers and a pen. In the background, there is a filing cabinet with many folders and a bulletin board with various notices or documents pinned to it.	<p>At Polres Bengkalis, key document management tasks involve drafting recommendation letters, recording vouchers, archiving outgoing and incoming routine letters, and preparing internal memos to ensure efficient communication and record-keeping.</p>

## Appendix 2 : Apperprenticeship Figure







KEPOLISIAN NEGARA REPUBLIK INDONESIA  
DAERAH RIAU  
RESOR BENGKALIS  
Jalan Pertanian Bengkalis



SURAT - KETERANGAN  
Nomor : S. Ket / B / 647 / VI / 2024 / Reskrim

1. Rujukan Surat dari Universitas Politeknik Negeri Bengkalis nomor : 543/PL31/TU/2024 tanggal 13 Februari 2024 perihal Permohonan Kerja Praktek.
2. Mahasiswa Universitas Politeknik Negeri Bengkalis atas nama :  
  
N a m a : AYU SYAFIKA.  
NIM : 5404201310.  
Program Studi : Administrasi Bisnis Internasional.  
Alamat : Jl. Bantan Gg. Delik Kec. Bengkalis Kab. Bengkalis.

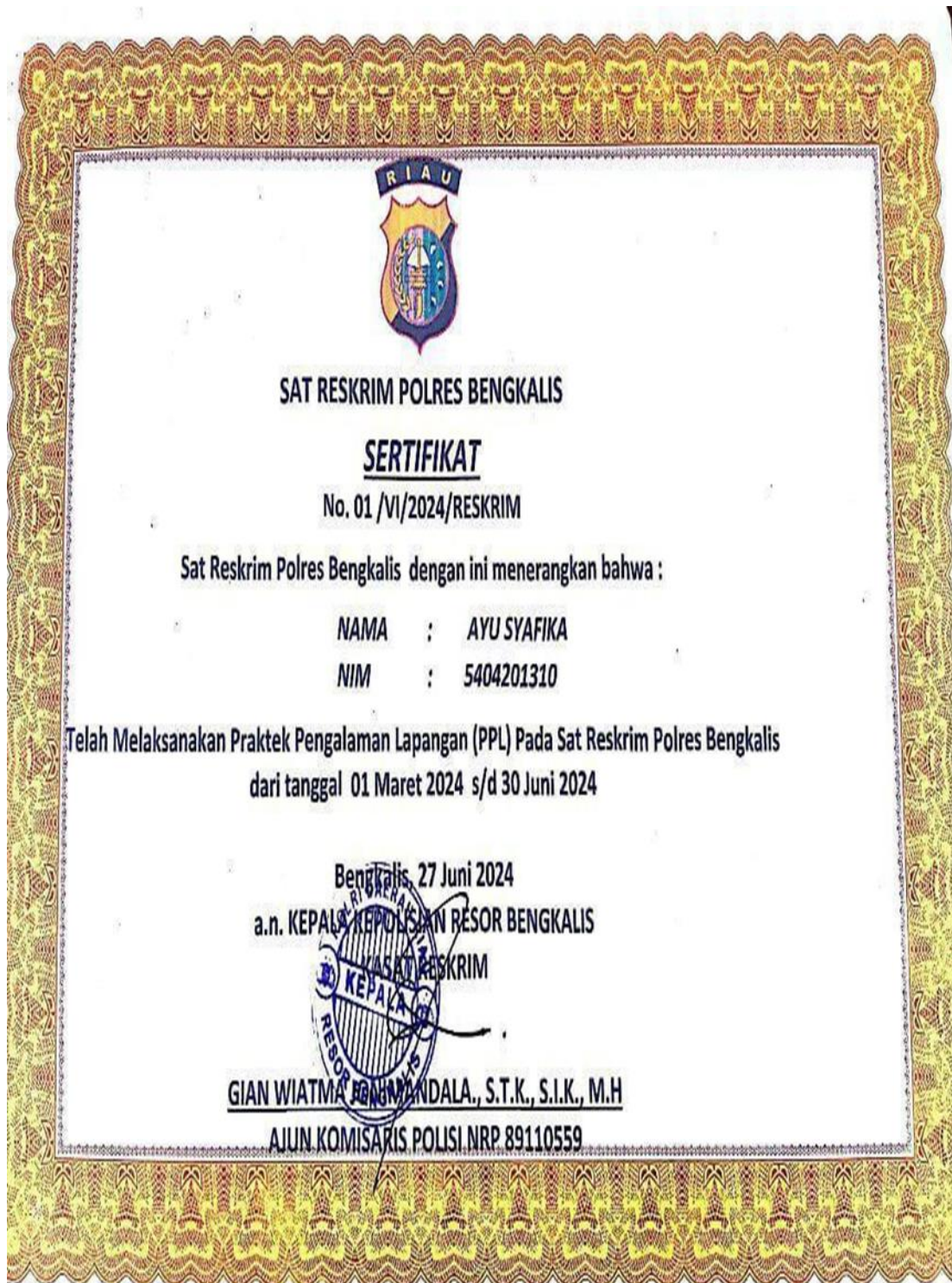
bahwa yang bersangkutan telah melaksanakan Praktek Kerja Lapangan (PKL) berupa magang di Sat Reskrim Polres Bengkalis yang dilaksanakan mulai tanggal 01 Maret 2024 s.d 30 Juni 2024.

Demikianlah Surat Keterangan ini dibuat untuk dipergunakan semestinya.

Dikeluarkan di : Bengkalis  
Pada tanggal : 27 Juni 2024  
a.n. KEPALA KEPOLISIAN RESOR BENGKALIS  
KASAT RESKRIM  
  
GIAN WATMA JONIMANDALA, S.T.K., S.I.K., M.H  
AJUN KOMISARIS POLISI NRP 89110559

**Appendix 3 : Apprenticeship Statement Letter**

**Appendix 4 : Apprenticeship Certificate**



## Appendix 5 : Apprenticeship Evaluation

### PENILAIAN DARI KERJA PRAKTEK POLRES BENGKALIS

Nama : Ayu Syafika  
Nim : 5404201310  
Asal Perguruan Tinggi : Politeknik Negeri Bengkalis  
Program Studi : Administrasi Bisnis Internasiona

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	93
2.	Tanggung- jawab	25%	95
3.	Penyesuaian diri	10%	85
4.	Hasil Kerja	30%	91
5.	Perilaku secara umum	15%	89
Total Jumlah ( 1+2+3+4+5 )		100%	463
Rata - Rata			93.6

Keterangan:

Nilai : Kriteria  
81 – 100 : Istimewa  
71 – 80 : Baik Sekali  
66 – 70 : Baik  
61 – 65 : Cukup Baik  
56 – 60 : Cukup

Catatan : *Bekerja dengan baik dan mampu  
menyesuaikan diri di lingkungan kerja polis  
Bengkalis*

Bengkalis, 31 Juni 2024  
  
**Anggun Apriansyah. P.S.Sos**  
Kaurmintu


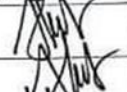
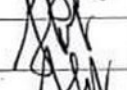

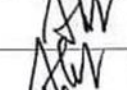



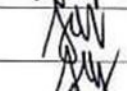
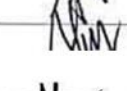
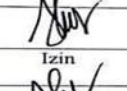
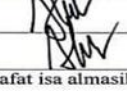






## Appendix 6 : List of Attendance

### LIST OF ATTENDENCE POLRES BENGKALIS

Name : Ayu Syafika

Nim : 5404201310

Prodi : International Business Administration D-IV

No	Date	Morning		Afternoon		Signature
		Masuk	Keluar	Masuk	Keluar	
1.	Friday, March 01 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
2.	Monday, March 04 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
3.	Tuesday, March 05 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
4.	Wednesday, March 06 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
5.	Thursday, March 07 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
6.	Friday, March 08 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
7.	Monday, March 11 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
8.	Tuesday, March 12 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
9.	Wednesday, March 13 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
10.	Thursday, March 14 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
11.	Friday, March 15 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
12.	Monday, March 18 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	Sakit
13.	Tuesday, March 19 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
14.	Wednesday, March 20 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
15.	Thursday, March 21 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
16.	Friday, March 22 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
17.	Monday, March 25 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
18.	Tuesday, March 26 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	Izin
19.	Wednesday, March 27 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
20.	Thursday, March 28 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
21.	Friday, March 29 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	Wafat isa almasih

Mengetahui

  
Anggun Apriansyah P. S.Sos

















Kaur Mintu Satreskrim  
POLRES BENGKALIS

**LIST OF ATTENDENCE**  
**POLRES BENGKALIS**

Name : Ayu Syafika

Nim : 5404201310

Prodi : International Business Administration D-IV

No	Date	Morning		Afternoon		Signature
		Masuk	Keluar	Masuk	Keluar	
1	Monday, April 01 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
2	Tuesday, April 02 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
3	Wednesday, April 03 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
4	Thursday, April 04 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
5	Friday, April 05 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
6	Monday, April 08 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	Cuti(hari Raya)
7	Tuesday, April 09 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	Cuti(hari Raya)
8	Wednesday, April 10 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	Cuti(hari Raya)
9	Thursday, April 11 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	Cuti(hari Raya)
10	Friday, April 12 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	Cuti(hari Raya)
11	Monday, April 15 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	Cuti(hari Raya)
12	Tuesday, April 16 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
13	Wednesday, April 17 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
14	Thursday, April 18 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
15	Friday, April 19 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
16	Monday, April 22 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
17	Tuesday, April 23 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
18	Wednesday, April 24 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
19	Thursday, April 25 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
20	Friday, April 26 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
21	Monday, April 29 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
22	Tuesday, April 30 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	

Mengetahui



Anggun Apriansyah P. S.Sos

Kaur Mintu Satreskrim  
POLRES BENGKALIS

**LIST OF ATTENDENCE**  
**POLRES BENGKALIS**

Name : Ayu Syafika

Nim : 5404201310

Prodi : International Business Administration D-IV

No	Date	Morning		Afternoon		Signature	
		Masuk	Keluar	Masuk	Keluar		
1.	Wednesday, May 01 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	Hari Buruh Internasional	
2.	Thursday, May 02 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
3.	Friday, May 03 <sup>th</sup> 2024	08:00	12:00	13:30	15:30		
4.	Monday, May 06 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
5.	Tuesday, May 07 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
6.	Wednesday, May 08 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
7.	Thursday, May 09 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		Kenaikan Yesus Kristus
8.	Friday, May 10 <sup>th</sup> 2024	08:00	12:00	13:30	15:30		Kenaikan Yesus Kristus
9.	Monday, May 13 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
10.	Tuesday, May 14 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
11.	Wednesday, May 15 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
12.	Thursday, May 16 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
13.	Friday, May 17 <sup>th</sup> 2024	08:00	12:00	13:30	15:30		
14.	Monday, May 20 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
15.	Tuesday, May 21 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
16.	Wednesday, May 22 <sup>nd</sup> 2024	08:00	12:00	13:30	15:30		
17.	Thursday, May 23 <sup>rd</sup> 2024	08:00	12:00	13:30	15:00	Hari Raya Waisak	
18.	Friday, May 24 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	Hari Raya Waisak	
19.	Monday, May 27 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
20.	Tuesday, May 28 <sup>th</sup> 2024	08:00	12:00	13:30	15:30		
21.	Wednesday, May 29 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
22.	Thursday, May 30 <sup>th</sup> 2024	08:00	12:00	13:30	15:00		
23.	Friday, May 31 <sup>st</sup> 2024	08:00	12:00	13:30	15:30		

Mengetahui

Anggun Apriansyah P. S.Sos

**Kaur Mintu Satreskrim  
POLRES BENGKALIS**

**LIST OF ATTENDENCE**

**POLRES BENGKALIS**


Name : Ayu Syafika

Nim : 5404201310

Prodi : International Business Administration D-IV

No	Date	Morning		Afternoon		Signature
		Masuk	Keluar	Masuk	Keluar	
1.	Monday, June 03 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
2.	Tuesday, June 04 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
3.	Wednesday, June 05 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
4.	Thursday, June 06 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
5.	Friday, June 07 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
6.	Monday, June 10 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
7.	Tuesday, June 11 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
8.	Wednesday, June 12 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
9.	Thursday, June 13 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
10.	Friday, June 14 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
11.	Monday, June 17 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	Hari Raya Idul Adha
12.	Tuesday, June 18 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
13.	Wednesday, June 19 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
14.	Thursday, June 20 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
15.	Friday, June 21 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	
16.	Monday, June 24 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
17.	Tuesday, June 25 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
18.	Wednesday, June 26 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
19.	Thursday, June 27 <sup>th</sup> 2024	08:00	12:00	13:30	15:00	
20.	Friday, June 28 <sup>th</sup> 2024	08:00	12:00	13:30	15:30	

Mengetahui

  
Anggun Aprianyah P. S.Sos

Kaur Mintu Satreskrim  
POLRES BENGKALIS

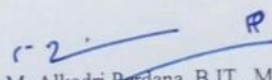
## Appendix 7 : Revision Sheet

REVISION SHEET  
STUDENT PRACTICE GUIDANCE  
INTERNATIONAL BUSINESS ADMINISTRATION D-1V STUDY  
PROGRAM  
STATE POLYTECHNIC OF BENGKALIS

Name : Ayu Syafika  
Student's Identity Number : 5404201310  
Apprenticeship Place : Polres Bengkalis  
Advisor : M. Alkadri Perdana, B.IT., M.Sc

No.	Date and time	Revision	Advisor Initials
1	29/07/2024	Revisi yg sudah ter	J
2	05/08/2024	Acc	J
3			
4			
5			

Bengkalis, 05-08-2024

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