

Authority of Personal Staff of the Leadership in Implementing Protocols and Communications in the Bali Regional Police

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Abstrack

The authority of the Personal Staff of the Leader (Spripim) in the Bali Regional Police Department in protocol and communication focuses on administrative, technical, and analytical support to assist the Leader (Regional Police Chief) in carrying out his or her primary duties. This includes coordination, agenda management, material preparation, leadership security, and acting as a strategic communication bridge with internal and external parties, in accordance with Police Protocol standards and legislation. This role ensures the smooth implementation of leadership duties and the image of the institution, as stipulated in the Indonesian National Police Regulation concerning the Regional Police Organizational Structure. The responsibility of the Personal Staff of the Leader (SPRIPIM) of the Indonesian National Police Department is to assist the Chief of the Indonesian National Police/Deputy Chief of the Indonesian National Police (Kapolri/Wakapolri) or the Chief of Regional Police/Deputy Chief of Regional Police (Kapolda/Wakapolda) at the regional level in carrying out official and special duties. This includes preparing materials for the leader, providing personal security and protocol, coordinating administrative and business matters, and implementing internal affairs to ensure smooth daily operations. They are a service element that ensures the leadership's work runs effectively and efficiently.

Keywords: Authority, Personal Staff of the Leader and Responsibility

Introduction

The Bali Regional Police's Protocol and Communications Division is responsible for enforcing protocol provisions, including regulations regarding venue layout, ceremonial procedures, and respectful behavior, as stipulated in Law Number 9 of 2010 concerning Protocol. A role can be defined as a set of behaviors expected of individuals with a position in society. Position, in this case, is expected to represent a certain position within society, which may be high, moderate, or low. A position is a container containing certain rights and obligations, and these rights and obligations can be defined as a role. Therefore, a person with a certain position can be considered a role occupant. A right is essentially the authority to act or not to act, while an obligation is a burden or duty.

By looking at the background above, the problem formulation can be drawn, namely, firstly the authority of the personal staff of the leader in implementing protocols and communications in the Bali regional police, secondly the responsibility of the personal staff of the leader in implementing protocols and communications in the Bali regional police. This

study aims to determine and analyze the authority of the personal staff of the leader, and analyze the responsibility of the personal staff of the leader in implementing protocols and communications in the Bali regional police.

Methods

The research method used in this study is a normative research method that utilizes various types of primary legal materials in the form of statutory regulations and secondary legal materials in the form of library materials related to the authority of the personal staff of the leader. Johnny Ibrahim believes that normative legal research is a form of scientific research aimed at finding the truth based on the logic of legal science viewed from a normative perspective, or one that takes the form of an attempt to discover law adapted to a particular case. This research is also supported by empirical research.

Results and Discussion

Authority of Personal Staff of the Leadership in Implementing Protocol and Communication in the Bali Regional Police

In Indonesia, the term police was put forward by a legal expert named Sadjijono. According to Sadjijono, the term police refers to an organ or government institution within the state, while the term police refers to both an organ and a function. As an organ, it is a government institution that is organized and structured within a state organization. While as a function, it is the duties, authority, and responsibility of the institution under the authority of the law to carry out its functions, including maintaining public security and order, law enforcement, protection, guardianship, and service to the community.

The function of the police from a sociological dimension consists of certain jobs which in the practice of community life are felt to be necessary and beneficial, in order to create security and order in their environment, so that from time to time they are carried out based on the awareness and will of the community itself independently and then institutionalized in the social order of life.

To carry out its responsibility to maintain public security and order, the police have three main functions, namely: a. Pre-emptive Function, namely all efforts and community development in the context of actively participating in creating situations and conditions that are able to prevent and ward off disturbances to public security and order against state regulations. b. Preventive Function, namely all efforts in the police sector to restore public security and order, maintain the safety of people and their property including providing

protection and assistance, especially preventing the commission of other acts that in essence can threaten or endanger public order and tranquility. c. Repressive Function, namely taking action against violations of the law to be processed to the courts which include: 1) Investigation, is a series of investigative actions to find and discover an event suspected of being a crime in order to find or not to conduct an investigation according to the methods regulated by law. 2) Investigation, is a series of investigator actions in terms of and according to the methods regulated by law to search for and collect evidence, which with that evidence sheds light on the crime that occurred and to find the suspect.

According to Gerson W. Bawengan, Police duties can be divided into two categories: 1. Preventive Duties: Conducting targeted and regular patrols, conducting interviews with passersby, including crime prevention efforts or implementing preventive duties, maintaining order and ensuring public safety. 2. Repressive Duties: Collecting evidence related to case investigations and even attempting to recover stolen goods, making arrests and then handing them over to the prosecutor's office, who will then forward them to the court.

Observing the police's broad, yet noble and honorable legal duties clearly presents a very heavy burden. Furthermore, it is emphasized that in carrying out these duties, they must always uphold the human rights of the people and state law, particularly in exercising their authority in the field of investigation. It is also emphasized that they must always heed religious norms, humanity, decency, and morality. Such a heavy and ideal workload must certainly be supported by highly qualified and dedicated implementing officers.

Personal Staff of the Leader or SPRIPIM is a service element in a field of service to the leadership at the Polsa level which is under the Kapolda or Wakapolda. Spripim is led directly by Koorspripim who is responsible to the Kapolda, and in carrying out its daily duties under the control of the Wakapolda. In Spripim, Spripim has several functions, namely: 1) Administration which includes all efforts, work, and activities in order to prepare or coordinate everything needed by the Kapolda or Wakapolda. as well as financial affairs services and collecting program and budget plans along with their implementation from the Spripim sub-work unit. 2) Preparation and coordination of materials needed by the Kapolda and/or Wakapolda in daily duties, including materials for meetings, trials, gatherings, work visits, lectures, and speeches as well as presentation of information and documentation. 3) Personal security of the Kapolda and/or Wakapolda as well as protocol and liaison activities. 4) Implementation of internal affairs, which includes all efforts, work, and activities to support the smooth running of daily activities within the Spripim environment.

Referring to Regulation of the Chief of the Indonesian National Police Number 3 of 2024 concerning Amendments to Regulation of the Indonesian National Police Number 14 of 2018

concerning the Organizational Structure and Work Procedures of the Regional Police, the authority of the Chief's Personal Staff in Implementing Protocol and Communication can be seen as follows: 1. Scheduling the Activities of the Regional Police Chief. Scheduling the activities of the regional police chief is a far more complex process than simply compiling an agenda. Behind every activity listed on the leader's agenda lies a lengthy process involving careful planning, cross-organizational communication, and specific political and strategic calculations. In the Balinese context, the activities of the regional police chief involve more than just attendance at official events or ceremonies, but also encompass regional development, field supervision, and inter-agency government diplomacy. 2. Cross-Division Coordination and Communication; Coordination and communication are the foundation of any successful public administration process, including the development and implementation of the regional police chief's agenda. Within the Bali Regional Police, the role of Spripim in bridging cross-division communication is vital, given that the regional police chief's agenda is determined not only by internal desires but also by highly dynamic external demands. 3. Site Survey and Technical Readiness; In the context of the Bali Regional Police's Spripim work, surveys are conducted to verify the readiness of infrastructure, event locations, protocol arrangements, and ensure that all protocol standards can be implemented appropriately. This survey reflects the preventive, rather than simply responsive, responsibility of protocol officers. Often, the regional police chief's agenda is held in non-governmental locations such as multipurpose buildings, public areas, houses of worship, or even open spaces. This situation demands flexibility and high precision in assessing location readiness, including accessibility, security, comfort, and distance from the previous location. Without a preliminary survey, activities can be disrupted by simple obstacles such as narrow entry and exit routes, lack of VIP seating, or even errors in symbolic layout. 4. Mentoring and Evaluation of Agenda Implementation; An equally important aspect in mentoring is the interpersonal communication skills of officers with various parties involved in the activity, including local committee members, security forces, the media, and community leaders. In both formal and informal situations, Spripim officers must be able to maintain a professional, polite, and adaptive attitude, as they are an extension of the regional head. Any communication error, no matter how small, can have a symbolic impact and tarnish the institution's image.

Responsibilities of Personal Staff of the Leadership in Implementing Protocol and Communication in the Bali Regional Police

The implementation of the authority of the Chief's Personal Staff (Spripim) within the Bali Regional Police (Polda) in protocol and communication includes internal and external

coordination, schedule management, preparation of leadership materials, and information filtering to ensure effective communication and the smooth execution of leadership duties. The Spripim acts as an extension of the leadership in carrying out protocol tasks such as event planning and security coordination, as well as direct and indirect communication with other parties to convey instructions or important information.

The legal responsibilities of the Chief's Personal Staff are inseparable from the general duties and authorities of the Indonesian National Police (Polri), namely to protect, serve, and uphold the law. Specifically, the responsibilities of the Chief's Personal Staff can be examined from two perspectives: disciplinary responsibility and professional ethics, and responsibility for every action taken, including errors caused by incorrect orders or negligence in carrying out duties.

The Personal Staff of the Bali Regional Police (Spripim) is responsible for ensuring the smooth execution of the leadership's duties through the implementation of protocols, time management, and effective communication. They play a key role in internal coordination, external relations (media, community leaders), documentation, and oversight of leadership events, maintaining the institution's image, and ensuring integrity and professionalism, in accordance with the mandate of the Police Law and the Indonesian National Police's public service standards, so that leaders can focus on strategic decision-making for public order and security.

The main responsibilities of the Bali Regional Police's Spripim are:

- a. Leadership Management and Protocol:
 1. Organizing the schedule, agenda, and official travel of leaders (Chief of Police/Deputy Chief of Police) to ensure efficiency and effectiveness.
 2. Preparing and implementing official events, working visits, and other protocol activities in accordance with applicable regulations.
 3. Managing administration, important documents, and leadership dispositions.
- b. Communication and Public Relations:
 1. Serving as a communication bridge between leaders and internal (work units) and external (media, government officials, community leaders, the public).
 2. Managing information and messages from leaders, ensuring messages are conveyed clearly, accurately, and in line with the image of the Indonesian National Police.
 3. Assist the Public Relations Division in press releases, press conferences, and maintaining a positive narrative of the Indonesian National Police.
- c. Escort and Security of the Leaders:
 1. Carry out close escort (walakat) for the leaders while on duty, ensuring the personal safety of the leaders in various situations.
 2. Arrange routes, secure locations, and coordinate with other security units (Satintel, Satresmob, Patrol).
- d. Administration and Documentation:
 1. Compile, archive, and document the activities of the leaders, including minutes of meetings and activity reports.
 2. Prepare materials or presentation materials for the

leaders. e. Integrity and Professionalism: 1. Maintain the confidentiality of information of the leaders and institutions. 2. Demonstrate a professional attitude, high loyalty, and uphold the ethics of the Indonesian National Police (Rastra Sewakottama).

If the leader's personal staff makes mistakes in protocol and communication, their responsibilities include: a. Accountability, which means being directly responsible for the mistakes made, both verbally and in writing. b. Prompt Correction, which means immediately correcting any errors that occur. c. Quality Assurance, which means ensuring that the leader's events or activities run smoothly, orderly, and according to regulations to maintain the leader's image. d. Internal evaluation, and e. Potential disciplinary sanctions, as errors can damage the leader's and the institution's image, disrupt the order of the event, and cause misunderstandings.

Corrective actions include clarification, on-the-job correction, apologizing on behalf of the leader (if necessary), and ensuring a similar incident does not recur by improving competence and understanding of protocol regulations. If the Personal Staff of the Indonesian National Police Leadership errs in protocol and communication, they are held disciplinary and accountable under the professional code of ethics, facing sanctions such as reprimands, coaching, and even criminal charges if there is an element of intent or loss. The National Police Professional and Security Agency (Propam Polri) and the National Police Code of Ethics Commission (KKEP) serve as oversight bodies, as they carry out public service duties and represent the leadership, which demands professionalism, accountability, and procedural compliance.

In accordance with the provisions of Regulation of the Chief of the Indonesian National Police Number 14 of 2011 concerning the Indonesian National Police Professional Code of Ethics, Article 1 concerning the definition of KEPP, states: "The Indonesian National Police Professional Code of Ethics, hereinafter abbreviated as KEPP, are norms or rules that constitute a unified ethical or philosophical foundation relating to behavior and speech regarding matters that are required, prohibited, appropriate, or inappropriate for members of the Indonesian National Police in carrying out their duties, authority, and responsibilities." From the description above, it can be concluded that the definition of KEPP is a norm or rule used as a reference or foundation for good behavior and regulates matters that are permitted and prohibited in carrying out the duties and obligations of members of the Indonesian National Police.

The responsibilities of the Police Personal Staff (Spripim) are closely related to their function as service elements and assistants to the leadership in carrying out official duties and special tasks. The legal responsibilities and duties of Spripim based on regulations can be detailed as follows: a. In Official Leadership Services: Spripim is directly responsible to the

leadership (such as the Regional Police Chief at the regional level or the National Police Chief at the central level) to prepare materials for meetings, remarks, visits, and daily coordination to support the leadership's duties. b. In the field of Administrative and Financial Management: Manages the administration, secretarial, and financial services within the Spripim unit in accordance with the established work plan and budget. c. In terms of Information Coordination: Carrying out administrative functions to compile program plans and budgets from work units under the leadership's control and coordinating the materials needed for the smooth running of daily tasks. d. In terms of Ethical and Professional Accountability: As members of the Indonesian National Police, Spripim personnel are individually responsible for every police action they take and are subject to the Police Professional Code of Ethics and applicable disciplinary regulations.

To serve in the Indonesian National Police's Spripim, personnel must be experienced members of the Indonesian National Police, usually holding the rank of Officer, possessing high integrity, loyalty, professionalism, capable of carrying out special tasks supporting the leadership, and fulfilling the competency and character requirements as needed, including through a selection and appointment process, not general recruitment, and can come from various Indonesian National Police functions.

Conclusion

The authority of the Personal Staff of the Leader (Spripim) in the Bali regional police in protocol and communication focuses on administrative, technical, and analytical support to assist the Leader (Regional Police Chief) in carrying out his/her main duties, including coordination, agenda management, preparation of materials, security of the Leader, as well as being a strategic communication bridge with internal/external parties, referring to Police Protocol standards and legislation, to ensure the smooth running of leadership tasks and institutional image, as regulated in the Regulation of the Republic of Indonesia Police concerning the Organizational Structure of the Regional Police. The responsibility of the Personal Staff of the Leader (SPRIPIM) of the Republic of Indonesia Police is to assist the Chief of the Republic of Indonesia Police/Deputy Chief of the Republic of Indonesia Police (Kapolri/Wakapolri) or the Chief of Regional Police/Deputy Chief of Regional Police (Kapolda/Wakapolda) at the regional level in carrying out official and special duties, including preparation of materials for the leader, personal security of the leader and protocol, coordination of administrative and business affairs, and implementation of internal affairs for the smooth

running of daily operations. They are service elements that ensure the leadership's work runs effectively and efficiently.

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