

## **DRAFTING OF THE CERTIFICATION SCHEME FOR THE SECURITY AND PUBLIC ORDER ADVISORS (*BHABINKAMTIBMAS*)**

**Tri Setianingsih**

Politeknik STIA LAN Jakarta,  
KorBinmas Baharkam Polri, Jakarta,  
[setianingsih.tri@gmail.com](mailto:setianingsih.tri@gmail.com);

**Asrofi**

Politeknik STIA LAN Jakarta,  
[asropi@stialan.ac.id](mailto:asropi@stialan.ac.id);

### **ABSTRACT**

The Indonesian National Police (*Polri*) has a strategic role in maintaining order and security in Indonesia. *BhabinKamtibmas*, as the front guard in community development, requires increased competence to overcome the skills gap and foster public trust. This study aims to develop a *BhabinKamtibmas* certification scheme that functions as a guideline for implementing certification for *BhabinKamtibmas* to obtain formal recognition of their competence. A qualitative approach was used in this study, data collection through Focus Group Discussion (FGD) and document analysis. As a result, the proposed certification scheme includes various competency units related to the main tasks of *BhabinKamtibmas* in the *BhabinKamtibmas* Special Work Competency Standards (SK3), which are designed to ensure competence according to the standards required in the field. The development of this scheme is expected to improve the quality of *Polri* human resources, especially *BhabinKamtibmas*, towards superior human resources in facing the challenges of the Police 4.0 era.

**Keywords:** *Police; BhabinKamtibmas; certification; competence; Human Resource Development*

### **A. INTRODUCTION**

The Indonesian National Police (*Polri*) has a strategic role in maintaining order and security in Indonesia, with the main objective of ensuring domestic security in accordance with the *Undang-Undang Nomor 2 Tahun 2002*. Superior *Polri* human resources, especially in facing the era of Police 4.0, is one of the priorities to realize this goal. *BhabinKamtibmas* as the front guard in community development in villages and sub-districts need to have adequate competence, but various evaluations show a competency gap and low public trust in their performance. In addition, 44.44% of the 40,017 *BhabinKamtibmas* have not participated in the training program.

Support in the form of special allowances for *BhabinKamtibmas* according to the *Surat Edaran Nomor: SE-89/A/2003* Concerning *Kamtibmas* Guidance Officers in the *Polri* Environment and Special Needs Allowances for Women, it is explained that the amount of *Kamtibmas* Officer allowances which was originally 50,000/person/month has become 100,000/person/month. With a large workload

and limited personnel, *Bhabinkamtibmas* only receives a special allowance of 100,000 per month and has not increased since 21 years ago.

The large role of *Bhabinkamtibmas* in supporting the function of the Police in public service has not received maximum feedback from the public as superior human resources. From the analysis of news and social media for the Quick Win program for Quarter IV of 2023 conducted by MediaWave for the period: November 21 to December 31, 2023, it was stated that out of 247 conversations, 63.70% gave negative sentiment towards the success of the Police in building superior human resources. This indicates that the public is not yet convinced that the Police have placed competent personnel through superior human resources in serving the public.

Article 15 C of the *Undang-Undang Nomor 25 Tahun 2009* concerning Public Services stipulates that public service providers are required to select providers who meet the qualifications. This of course also applies to the Police who are required to place their competent personnel in serving the public. A person's competence in a particular profession can be demonstrated by certification. The *Bhabinkamtibmas* Sub-Directorate seeks to design competency development through a certification scheme to address the challenges of competency gaps and increase formal recognition of their competencies. This step is expected to increase motivation, public trust, and ensure competent and standardized human resources. This study aims to produce a certification scheme design as an effort to develop *Bhabinkamtibmas* competency towards superior *Polri* human resources.

## B. THEORETICAL REVIEW

Human resource management includes planning, managing, and developing an organization's workforce, within the organization to ensure that employee performance is aligned with the company's strategic objectives, starting from recruitment, selection, training, development, and performance management (Dessler, 2023). Human resource management is a strategic approach to managing people who work in an organization, which helps the organization achieve competitive advantage. This includes various practices such as recruitment, training, development, and management of employment relationships. (Armstrong & Taylor, 2023).

According to (Lyle M. Spencer & Spencer, 1993) Competence refers to a set of qualities that include information, abilities, and actions needed to perform at a high level in a particular task or situation. Competence includes an individual's ability to perform tasks with effectiveness and efficiency.

(McClelland, 1998) argues that competence is a set of skills, knowledge, and personal characteristics that are directly related to effective performance in a job. McClelland emphasizes the importance of competence in understanding individual success in the workplace. According to (Malik, 2018), competence is the culmination of a person's innate intelligence, special training in a field, and related professional experience in that field.

In line with this view, *Bhabinkamtibmas* has set work competency standards that reflect the knowledge, abilities, and work attitudes needed to fulfill

the main responsibilities of serving the community, ensuring security, and maintaining public order, which are stated in *SK3 Bhabinkamtibmas*. Proof that someone has achieved a work competency standard is by having certification. Certification results in the development of employee competencies which in turn leads to increased performance (Krishnan, 2020).

Certification is defined as a process by which individuals receive recognition for their knowledge, skills, and competencies in a particular specialty from a professional organization or external institution (Fordham & Martinez, 2005). Certification focuses on measuring competency, including taking education and exams to demonstrate mastery of subject matter (Bratton and Hildebrand, 1980).

Opinion (McClelland, 1973) states that certification is a formal mechanism for measuring competencies that are relevant to performance in the world of work. According to him, competency assessment should focus on real and measurable skills, not just academic qualifications, so that certification is more directly related to work

The process of granting competency certificates through systematic and objective competency tests in accordance with the Indonesian National Work Competency Standards, International Standards, and/or Special Work Competency Standards as referred to in the *Peraturan Presiden Nomor 8 Tahun 2012* is called work competency certification. Ownership of a competency certificate is proof that a person has the expertise needed to carry out tasks in a particular field of work. Certification provided by institutions such as the Professional Certification Institute (*LSP*) or the National Professional Certification Agency (*BNSP*) shows that a person is competent in their chosen profession.

In the implementation of certification, the competency certification scheme is the main focus. A scheme is a structured plan or system for evaluating and certifying individuals based on certain competency standards. To ensure that a person meets the requirements set out in a particular profession, this system combines regulations, guidelines, and standards.

In the journal *Testing for Competence Rather Than for Intelligence* (McClelland, 1973), there are several relevant factors in compiling a competency-based certification scheme. These factors include the basic principles that must be considered when designing an effective and valid certification scheme, namely competencies that are measured specifically, Criterion Sampling, Evidence-Based Assessment, Contextual Validity, Accountable Assessment, Continuous Professional Development, and Relevance to Performance.

The factors in compiling a competency-based certification scheme according to McClelland are very much in line with the regulations of the National Professional Certification Agency (*BNSP*). Both emphasize the importance of having clear and measurable competency standards, as well as sampling criteria that are relevant to the work context. The evidence-based assessment proposed by McClelland is in line with the provisions of *BNSP* which require the use of real evidence in competency assessments.

The National Professional Certification Agency (*BNSP*) defines a certification scheme as a set of standards and competencies related to a job or set of skills. Both *LSPs* and Assessors can use the certification scheme as a guide to certifying candidate skills and knowledge.

### C. RESEARCH METHOD

This study uses a qualitative approach. The focus of qualitative research, in contrast to quantitative research, is on the construction and interpretation of phenomena (Sugiyono, 2019: 26). The qualitative research method was chosen by the author because this method is most appropriate for the purpose of the study, namely to formulate a *BhabinKamtibmas* certification scheme. In this qualitative method, informants or sources are important factors in finding and collecting data. Data collection techniques using interviews through Focus Group Discussions (FGD). The groups involved in this FGD will consist of various parties who have expertise in their respective fields, namely from *BNSP*, *LSP Polri*, and Subdit *BhabinKamtibmas*. To enrich and complete the data obtained during the FGD, the researcher explores information and data by conducting observations and document reviews.

### D. EXPLANATION

#### Background of the *BhabinKamtibmas* Certification Scheme

The background of the scheme is to establish the *BhabinKamtibmas* position, ensuring that personnel have a competency certificate from the *LSP Polri* to support their duties. This certification scheme is also used as a reference for curriculum development and to improve personnel competitiveness.

#### Scope of the Certification Scheme

The scope of the *BhabinKamtibmas* certification scheme includes various competency units, such as security management, communication, conflict resolution, and legal understanding. Each unit is tested practically to ensure that competencies match the real situation in the field.

#### Purpose of the Certification Scheme

This certification scheme aims to ensure and maintain the competence of *BhabinKamtibmas* in carrying out their duties, as well as being a reference for *LSP* and assessors in implementing competency certification according to the *BhabinKamtibmas* position.

#### Normative reference

The *BhabinKamtibmas* certification scheme is based on various regulations, including the *Undang-Undang Nomor 2 Tahun 2002* concerning the Indonesian National Police and the *Peraturan Kapolri Nomor 6 Tahun 2017*, which was last revised through the *Peraturan Kapolri Nomor 6 Tahun 2022*. This scheme also follows the *Peraturan BNSP Nomor 2/BNSP/VIII/2017* concerning the development of a professional certification scheme, as well as the *Keputusan Kepala Baharkam Polri Nomor Kep/49/XI/2023* and the *Keputusan Direktur Jenderal Binalattas Nomor 2/1007/LP.00.00/V/2024* concerning *BhabinKamtibmas* work competency standards. Competency Packages

### **Types of certification schemes**

This type of certification scheme is an occupational scheme that is adjusted to the purpose of compiling the scheme, namely to form a functional position of *Bhabinkamtibmas*. Details of the competency unit are stated in the *Bhabinkamtibmas* Work Competency Standards (SK3) *Bhabinkamtibmas*, which includes various skills needed to carry out tasks effectively in the field.

### **Basic Requirements for Certification Applicants**

To meet the requirements for *Bhabinkamtibmas* certification, a personnel must have a minimum rank of Police Brigadier One (Brigadir Poisi Satu/Briptu) and have experience serving as *Bhabinkamtibmas* for at least one year. In addition, administrative requirements include a placement certificate issued by the relevant Regional Police Chief or Police Chief. Have participated in Society Guidance function (*Binmas*) training through programs such as *Dikbangspes*, *Katpuan* at the National Police Headquarters or Regional Police, or the Training Program (*Prolat*) at *SPN*. Other requirements include excellent physical and mental health and proven to be free from drugs. Good performance and recommendations from the head of the work unit are also important elements in the process of applying for this certification.

### **Certification Applicant Rights and Obligations of Certificate Holders**

#### **Certification Applicant Rights**

Certification applicants have important rights, including the right to receive a clear and transparent explanation of the entire certification process. If they meet the criteria, they are entitled to receive a competency certificate from the *LSP Polri* as proof of their abilities and qualifications. In addition, if they are not satisfied with the decision of the *LSP Polri*, applicants can appeal to fight for their rights. The competency certificate obtained is also used as a basis for submitting assignments as *Bhabinkamtibmas*, emphasizing the importance of certification in supporting their careers.

#### **Obligations of Certificate Holders**

As certificate holders, there are obligations that must be fulfilled with responsibility. They must ensure that the certificate is not misused, maintain the competencies listed so that they are always maintained, and ensure that the information provided is accurate and accountable. In addition, certificate holders are required to work in accordance with the applicable competencies and regulations, fulfill the provisions in the agreement with the *LSP Polri*, maintain the good name of the *LSP*, and follow the surveillance process to ensure that they remain competent. Therefore, they must continue to develop their competencies so that they are ready to carry out their duties with high professionalism.

#### **Certification Costs**

Certification costs refer to the provisions set by the Police and *BNSP*. The certification cost structure includes direct and indirect costs, with reference to *BNSP* guidelines, and is regulated in a special document by the Police *LSP*.

#### **Certification Process**

##### **Registration Process**

The certification registration process begins with the provision of complete information from the Professional Certification Institute (*LSP*) to the applicant

regarding the certification requirements, including the scheme, required evidence, procedures, and the rights and obligations of the applicant. The applicant then fills out the *APL 01* form and attaches supporting evidence such as a copy of the last rank decision (minimum *Briptu*), letter of appointment as *Bhabinkamtibmas*, diploma or training certificate, certificate of health and drug-free, *SMK* assessment for the last two periods, letter of recommendation, photocopy of *KTP*, and passport photo. Next, the applicant fills out *APL 02* as an independent assessment, stating agreement to meet the requirements and providing information for the assessment. After that, the *LSP* verifies the applicant's files, and if all requirements are met, the applicant is recognized as a certification participant.

#### **Assessment Process**

After registration, the process continues with an assessment planned by the *LSP* to ensure that the verification of requirements is carried out objectively. *LSP* appoints a Competency Assessor to assess the eligibility of participants according to the certification scheme. The assessor uses existing assessment tools, verifies the evidence submitted, and discusses the assessment plan with the participant. The assessor then evaluates the adequacy of the supporting evidence submitted to ensure that the evidence meets all requirements. If the participant is declared competent, they will be recommended to take part in the competency test process.

#### **Competency Test Process**

The competency test aims to assess the participant's abilities through various methods, such as direct observation, demonstrations, written questions, interviews, and other objective methods. The test is conducted at a Competency Test Location (*TUK*) verified by the *LSP*. The evidence obtained is evaluated based on the Valid, Original, Current, and Adequate (*VATM*) criteria. If it meets the *VATM* criteria, the participant will be recommended as "Competent"; if not, it will be declared "Not Yet Competent". The test results and recommendations are then submitted by the assessor to the *LSP* for further processing.

#### **Certification Decision**

*LSP* ensures that the information obtained from the competency test is sufficient for making certification decisions, and conducts tracing if necessary. Certification decisions are made by an experienced technical team based on the assessor's recommendations. The technical team holds a meeting to verify information from the competency test, and the results are recorded in the Minutes and stated in the *LSP* decision letter. Competency certificates are given to participants who are declared competent, are valid for five years, and are only submitted if all certification requirements are met.

#### **Certificate Suspension and Revocation**

A certificate is suspended if the holder violates obligations, such as being a suspect in a criminal act or if the certificate is reported lost or has expired. A certificate can be revoked if the holder is proven to have committed a crime by a court decision that has permanent legal force, or if the holder defames the *LSP Polri* through misleading or irresponsible information.

#### **Certificate Holder Maintenance (Surveillance)**

*LSP* conducts surveillance periodically, at least once a year after the certificate is issued, to ensure that the certificate holder's competency is

maintained. Monitoring is carried out through various methods, such as sampling, electronic media, direct tracing, and questionnaires. The results of surveillance are recorded in the certificate holder database at *LSP* to maintain the quality and credibility of certification.

#### **Recertification Process**

Certificate holders must submit a re-certification application at least two months before the certificate expires, by attaching documents such as a letter of recommendation from the head of the work unit, original competency certificate, photocopy of the logbook, and a photo of the specified size. Re-certification is carried out through a portfolio-based assessment, workplace assessment, or competency test. The decision-making process for re-certification follows the same procedure as the initial certification.

#### **Use of Certificate**

As a certificate holder, there are several provisions that must be adhered to, including using the certificate according to the scope provided, not defaming the *LSP*, and stopping the use of the certificate if it has been frozen or revoked.

#### **Appeal**

Participants who feel that the certification decision is not as expected can file an appeal within one day after the decision is made. The *LSP* provides an appeal form and forms an appeal team consisting of independent personnel who were not involved in the previous certification process. The appeal process is carried out objectively, and the results are announced within 14 working days after the application is received.

### **E. CLOSING**

#### **Conclusion**

The scheme design as an effort to develop *Bhabinkamtibmas* competency towards superior *Polri* human resources and to produce a certification. The certification scheme was developed to strengthen *Bhabinkamtibmas* competency, prepare personnel with certification from *LSP Polri*, support tasks and curriculum development and increase competitiveness. The scope includes competency units in the fields of security, communication, conflict resolution, and law, which are tested to match personnel capabilities with field demands. The aim is to ensure that *Bhabinkamtibmas* has maintained competency and to provide a reference for *LSP* and assessors. Normative Reference: Based on the regulation of the *Undang-Undang Nomor 2 Tahun 2002*, the *Peraturan Kapolri No. 6 Tahun 2017* (revised 2022), and guidelines from *BNSP* and *Baharkam Polri*, and *Binalattas* for competency standards.

#### **Suggestion**

*LSP Lemdiklat Polri* to assist in submitting the ratification of the Head of *LSP Polri* and forward it to *BNSP* for ratification and registration of the *Bhabinkamtibmas* certification scheme. Sub-Directorate of *Bhabinkamtibmas* to continue to the next program so that certification can be carried out immediately, namely: holding training for *Bhabinkamtibmas* technical competency assessors (*Komtek*). Conducting the preparation of *Bhabinkamtibmas* certification Competency Test Materials (*MUK*); Holding *Katpuan* in the context of

certification because there are still many *Bhabinkamtibmas* who have not attended education, either *Dikbangspes* or *Katpuan* at the Headquarters or Polda Level. Making annual plans for personnel who will carry out the *Katpuan* and *Bhabinkamtibmas* certification in each *Polda*. Carrying out socialization about certification related to requirements and portfolios that will be used in the context of the *Katpuan* and *Bhabinkamtibmas* certification exam.

## REFERENCES

Abdussamad, Z. (2021). Metode Penelitian Kualitatif. In P. Rapanna (Ed.), *Jurnal Penelitian Pendidikan Guru Sekolah Dasar* (I, Vol. 6, Issue August). CV. Syakir Media Press.

Arikunto, S. 2002. *Metodologi Penelitian Suatu Pendekatan Proposal*. Jakarta: PT. Rineka Cipta.

Armstrong, M., & Taylor, S. (2023). *Armstrong's Handbook of Human Resource Management Practice* (16th ed.). Kogan Page.

Bratton, J., & Gold, J. (2023). *Human Resource Management: Theory and Practice* (7th ed.). Palgrave Macmillan.

Cumberland, D. M., Petrosko, J. M., & Jones, G. D. (2018). Motivations for Pursuing Professional Certification. *Performance Improvement Quarterly*, 31(1), 57-82. <https://doi.org/10.1002/piq.21256>

Denhardt, J. V., & Denhardt, R. B. (2021). *Public Administration: An Action Orientation* (9th ed.). Cengage.

Dessler, G. (2023). *Human Resource Management* (17th ed.). Pearson.

Frederickson, H. G., Smith, K. B., Larimer, C. W., & Licari, M. J. (2021). *The Public Administration Theory Primer* (4th ed.). Westview Press.

Hollander, J.A. (2004). The social contexts of focus groups. *Journal of Contemporary Ethnography*, 33, 5, 602-637

Horton, S., Hondeghem, A., & Farnham, D. (2002). Competency Management in the publik sector-what Competency Management in the French Civil Service? *Competency*, 123–134. Amsterdam • Berlin • Oxford • Tokyo • Washington, DC

Ingham, J. (2007). *Strategic Human Capital Management* (First Edit). Elsevier.

Keputusan Direktur Jenderal Pembinaan Pelatihan dan Vokasi dan Produktifitas Nomor 2/1007/LP.00.00/V/2024 Tentang Registrasi Standar Kompetensi Kerja Khusus (*SK3 Bhabinkamtibmas*)

Keputusan Ketua BNSP Nomor: Kep 004/BNSP/I/2013 tanggal 28 Januari 2013 tentang Lisensi Lembaga Sertifikasi Profesi *Polri*

Kettl, D. F. (2020). *The Transformation of Governance: Public Administration for Twenty-First Century America* (4th ed.). Johns Hopkins University Press.

Malik, A. (2018). *Strategic Human Resource Management and Employment Relations an International Perspective* (L. of C. C. N. 2018940781 & © (eds.)). Springer Texts in Business and Economics Ashish.

McClelland D. C. (1973). Testing for competence rather than for "intelligence". *The American psychologist*, 28(1), 1–14. <https://doi.org/10.1037/h0034092>

Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2022). *Fundamentals of Human Resource Management* (9th ed.). McGraw-Hill.

Peraturan KaPolri Nomor 7 Tahun 2021 tentang Bhayangkara Pembina Keamanan dan Ketertiban Masyarakat

Peraturan Presiden Nomor 42 Tahun 2017 tentang Jabatan Fungsional Anggota Kepolisian Negara Republik Indonesia

Peraturan Presiden Nomor 8 Tahun 2012 Tentang Kerangka Kualifikasi Nasional Indonesia

Performance. Canada: John Wiley & Sons, Inc

Saleh, at al. 2013. Pengembangan Kompetensi Sumber daya Aparatur. UB Press

Spencer, L. M., & Spencer, S. M. (1993). Competence at work: models for superior performance.

Sugiyono. (2013). Metode Penelitian Kuantitatif, Kualitatif dan R&D. Bandung: Alfabeta.CV

Taylor, F. F. (1919). The Principles of Scientific Management. Harper and Brothers Newyork and London.

Undang-Undang Nomor 2 tahun 2002 Tentang Kepolisian Negara Republik Indonesia

Undang-Undang Nomor 25 tahun 2009 Tentang Pelayanan Publik