

## Implementation of Civil Servant Discipline Regulations Based on Government Regulation Number 94 of 2021 at the Civil Service Police Unit Office, Karawang Regency

Nova Desi Ratnasari<sup>1</sup>, Yuniar Rahmatiar<sup>2</sup>, Muhamad Abas<sup>3</sup>, Suyono Sanjaya<sup>4</sup>  
<sup>1,2,3,4</sup>Fakultas Hukum/Universitas Buana Perjuangan Karawang, Indonesia  
HS.Ronggo Waluyo, Puseurjaya, Telukjambe Timur, Karawang, Jawa Barat 41360  
Email: [hk19.novaratnasari@mhs.ubpkarawang.ac.id](mailto:hk19.novaratnasari@mhs.ubpkarawang.ac.id) (Corresponding Author)

Accepted: 16-06-2023 Revised: 20-06-2023 Approved: 22-06-2023 Published: 03-07-2023

DOI: 10.30596/dll.v8i2.15290

### *How to cite:*

*Ratnasari, N. D., et al., (2023). "Implementation of Civil Servant Discipline Regulations Based on Government Regulation Number 94 of 2021 at the Civil Service Police Unit Office, Karawang Regency", De Lega Lata: Jurnal Ilmu Hukum 8 (2): p. 301-310.*

### **ABSTRACT**

*Discipline of civil servants is the ability of civil servants to comply with obligations and avoid prohibitions specified in laws and regulations. According to Government Regulation Number 94 of 2021 concerning Discipline for Civil Servants which is the legal basis for regulating the formation of a good and correct state apparatus. Discipline must be upheld in an organization or agency, because without the support of good employee discipline, it is difficult for an agency to realize its goals. Problems with the discipline of Civil Servants, are currently receiving sharp attention from the public. The formulation of the problem in this research is how is the implementation process and efforts in carrying out and improving Civil Service Discipline Regulations based on Government Regulation Number 94 of 2021 at Satuan Polisi Pamong Praja Office, Karawang Regency. This type of research is Juridical Socialogis, data collection techniques were obtained through interviews, and data were analyzed qualitatively. The results of research by Satuan Polisi Pamong Praja Office of Karawang Regency apply preventive discipline to civil servants and efforts to increase employee discipline by disseminating regulations to employees as an effort to discipline employees.*

**Keywords:** *Discipline, Civil Servants, Civil Service Police Unit.*

## **INTRODUCTION**

Civil Servant, namely someone who already has the fulfillment of the requirements according to the rules of law, is appointed by officials who have authority and gets assignments in a position and gets other assignments according to pre-existing rules (Abdullah, 1986).

Civil Servants have a major role, because the success of a government goal depends on the performance of civil servants. A civil servant is a state apparatus who has a duty as a process of administering government and forming the ideals of his country, this is what causes civil servants to have a decisive and important main role.

Disciplinary issues, especially those of Civil Servants, have now become a focus of the public. As for the examples contained in electronic or print media, explaining that civil servants leave their place of duty without the permission of their leaders. There are several sanctions given to employees who receive disciplinary enforcement raids. Disobeying or having disciplinary problems causes obstacles and obstacles to the function of government services because there are civil servants who do not carry out their duties properly.

Civil Servants (PNS) have a major role because a state apparatus that carries out government administration and builds a prosperous and prosperous society, maintains a balance between spiritual and material according to Pancasila in the Unitary State of the Republic of Indonesia. Success in carrying out development and national governance depends on how perfect the state apparatus is and depends on how perfect the state civil apparatus is (Marbun, 2015). With a stipulation, the use of the name of the State Civil Apparatus is found in Law no. 5 of 2014 concerning the State Civil Apparatus. On the provisions of the Law in Law no. 8 of 1974 or in Law no. 43 of 1999 and several rules for implementing it do not use the name of the State Apparatus.

In the provisions of the Act use the name of a Civil Servant. Based on Law no. 5 of 2014 which is a new law regarding staffing, then as a process of realizing national goals, it requires ASN Employees. ASN employees are tasked with carrying out public services, government duties and building certain tasks in serving the public using services for goods or services as well as administrative services available to ASN employees (Ridwan & Ayuningtyas, 2018).

The Civil Service Police Unit, hereinafter referred to as Satpol PP, is a regional apparatus formed to enforce regional regulations and regional regulations, administer public order and peace and provide community protection. Civil Service Police, hereinafter referred to as Pol PP, are members of the Satpol PP as Regional Government officials who are occupied by Civil Servants and are given duties, responsibilities and authorities in accordance with laws and regulations in enforcing Regional Regulations and Perkada, administering public order and peace and protecting public.

Furthermore, according to Government Regulation No. 94 of 2021 Article 3, there are rules on the obligations of Civil Servants, namely; 1) Loyal and fully obedient to Pancasila, the 1945 Constitution of the Republic of Indonesia, the Unitary State of the Republic of Indonesia, and the Government, 2) Maintaining the unity and integrity of the nation, 3) Carry out policies set by authorized government officials, 4) Comply with the provisions of laws and regulations, 5) Carry

out official duties with full dedication, honesty, awareness and responsibility, 6) Demonstrate integrity and exemplary attitude, behavior, words and actions to everyone, both inside and outside the official office, 7) Keeping office secrets and can only reveal office secrets in accordance with the provisions of the laws and regulations; And 8) Willing to be placed throughout the territory of the Unitary State of the Republic of Indonesia.

The results of the observation are that there are several civil servants who have not been disciplined in their duties, including at the Civil Service Police Unit Office, Karawang Regency, as well as delays in arriving at the time according to the provisions of the Personnel and Human Resources Development Agency, Karawang Regency.

## **RESEARCH METHOD**

The researcher applies a sociological approach, where the definition of this approach is an approach that looks based on the legal reality of the community (Ali, 2009). The sociological juridical approach is applied in order to be able to find out the legal aspects that exist in the social interaction of the community and has the function of supporting and clarifying and identifying findings of non-legal material for the purposes of law-related writing and research.

The research was conducted at the Civil Service Police Unit Office, Karawang Regency. Data sources are divided into two where primary data is data obtained directly from the main source. This data relates to the research object which was obtained by direct observation and interview with the respondents, where the respondents in this study were State Civil Apparatuses at the Civil Service Police Unit Office. Secondary data, which is data that provides support and assistance to primary data, which is obtained from various reading references that provide support for the issues discussed as well as laws, papers, journals, books and others.

The specification used in this research is Document Study where a technique is applied as an effort to obtain data in written sources, for example, recorded laws, archives, documentation and others (Arikunto, 2002). And Interview where an attempt to obtain information through question and answer, face to face between the resource person and the person interviewing through a tool called an interview guide or interview guide. The interview was carried out using a semi-structured method, that is, before conducting the interview, preparations were made from a list of questions and developments could be made when interviewing the informant, namely with Mrs. Hj. Suhartati, SH as Head of the General and Kindergarten Management Sub-Division. I, Ms. Tri Afriliyanti, ST as Staff of the Sub-Section for General Affairs and Personnel Junior Officers and Mr. Tata Suparta S.Ak as Head of the Operations and Control Section for the Administrative Police Unit of the Karawang Regency Civil Service Police Unit based on the problem. Research Data Analyst, namely conducting data analysis using a qualitative approach to primary and secondary data. Descriptive includes the content and structure of positive law, namely an activity carried out by the author in determining the meaning or content of legal regulations which are used as a reference for solving legal problems and used as objects of study and the patterns are analyzed using objective theory (Ashshofa, 2010).

## DISCUSS AND ANALYSIS

### **Forms of Implementation of Civil Servant Discipline Regulations Based on Government Regulation Number 94 of 2021 at the Civil Service Police Unit Office, Karawang Regency**

Civil servants have restrictions and obligations based on applicable regulations and have the goal of being disciplined in carrying out employee obligations. As for the prohibitions and obligations of civil servants in accordance with Government Regulation Number 94 of 2021 on National Personnel Agency Regulation Number 6 of 2022 regarding its implementation.

Based on the results of observations at the Civil Service Police Unit Office, Karawang Regency, currently there are 107 civil servants at the Civil Service Police Unit Office, Karawang Regency, as of April 31.

Satpol PP Karawang Regency has 5 working days. As for the order:

**Table 1. Civil Service Police Unit Working Hours**

No	Day	Hours Enter	Return
1	Monday s/d Friday	07.45 WIB	15.45 WIB

Source: Kepegawaian Satuan Polisi Pamong Praja Kabupaten Karawang

According to these data, each civil servant needs to provide fulfillment at 40 hours of work each week. Usually work discipline can be seen if employees can comply with existing regulations, for example coming to the office on time and other regulations. The following are indicators of work discipline: Preventive Discipline; Preventive discipline is an activity carried out in order to encourage employees to obey some of the existing rules so that employees can work in a disciplined manner if they comply with existing regulations, a) Provision of Legal Instruments; Provision of legal instruments in the form of regulations so that employees obey them for work and become guidelines for carrying out their work so that employees can carry out self-discipline directly if they comply with existing rules; b) bRules Concerning Work Discipline of Civil Servants; Preventive Discipline has rules that provide legal instruments in the form of regulations to be obeyed by employees for work and used as guidelines for carrying out their work so that employees can carry out self-discipline directly when complying with existing regulations. Therefore, the researcher conducted interviews with Mrs. Hj. Suhartati regarding disciplinary regulations, namely: "I, as the Head of the Public and Personnel Sub-Section of Satpol PP Kab. Karawang knows that discipline needs to be carried out in all jobs with the aim of realizing success in realizing its goals and implementing corrective and preventive discipline as employee management. The regulations and sanctions used in this discipline are based on Government Regulation Number 94 of 2021" (Handoko, 2012).

According to the results of the interview, it was found that at the Satpol PP Kab. Karawang clearly implements preventive discipline for its employees by disciplining themselves according to the provisions of Government Regulation Number 94 of 2021 concerning Discipline for Civil Servants, and PNS who commit violations get sanctions for carrying out PNS duties. committing

a disciplinary offense is subject to appropriate sanctions. With this regulation, it is hoped that all employees will be able to exercise self-discipline so that their employees can take good responsibility for their work and can be used as an example for other employees and can realize prosperity in the Satpol PP Kab. Karawang.

From the results of the interview, it means that from the existing Government Regulations, it is hoped that they can take care of discipline, awareness can be carried out properly and form a good environment, especially in the Satpol PP Office.

**Table 2. The number of rule violations committed at the Satpol PP Office**

No	Years	Number of Offenders	Type of Violation	Information
1	2021	3	Absent from work without a valid reason	25% performance allowance cut within 6 months
2	2022	2	Absent from work without a valid reason	25% performance allowance cut within 6 months
3	2023	-	-	No disciplinary punishment has been given

**Source: Kepegawaian Satpol PP Kab. Karawang**

Corrective Discipline; An activity carried out after a violation of the rules in force is called corrective discipline. This action is intended to prevent further violations so that future actions will be in accordance with the standards of the Satpol PP Kab. Karawang also implements corrective discipline in order to maintain employee discipline.

Civil servant at Satpol PP Kab. Karawang who violates the rules in the applicable regulations get sanctions based on the violations carried out.

1. Oral Warning

In the form of a warning or sanction given to employees in the form of a warning to convey directly to employees who carry out violations, it becomes a remedial effort in the form of coaching for employees who violate it.

2. Written Warning

Generally dropped on employees who are lazy to go to the office. The calculation of absences from work is assessed not only on absences, but on the basis of each delay or coming home before departure time. The situation in the Satpol PP Kab. Karawang was told by Mrs. Hj. Suhartati "in 2021 there will be 3 people given disciplinary punishment and this will decrease to 2 people in 2022. Then for 2023 no disciplinary punishment has been implemented."

Based on the results of the interview above, the Satpol PP Office shows a decrease in disciplinary violation cases, there were recorded as many as 3 people in 2021 and 2 people in 2022, and there were no/no disciplinary violations. The enactment of Government Regulation Number 94 of 2021 in the Civil Service Police Unit in Karawang Regency has proven to be able to influence the order and discipline of Civil Servants in Indonesia

3. Temporary Suspension

Temporary dismissal for civil servants is an action taken by superiors if they have been appointed as state officials and made criminal offenders. Civil servants who have been temporarily detained for acting maliciously, whether the crimes are related to their official duties as civil servants or those that are not related to their civil servant duties, need to be temporarily dismissed from their organic civil servant positions. Regarding his temporary dismissal at the Satpol PP Office, Ms. Tri Afriliyanti has been informed as follows: So far there has been no temporary dismissal for employees, because the temporary dismissal can be said to be an employee who committed a serious violation, including having business with the authorities and thank God nothing has happened at the Satpol PP Kab. Karaawang. According to the results of the interviews conducted, there has never been a temporary dismissal of employees within the scope of Satpol PP until now. Temporary dismissal can be issued if there is an employee who gets a violation from the authorities, meaning that the employee is a suspect in a crime.

4. Dismissal

Dismissal or dismissal can result in employees no longer getting positions as civil servants. Civil servants who are dismissed with no respect can lose their rights. In this case, what happened to the Satpol PP Office was explained by Ms. Tri Afriliyanti below:

There is no issue of stopping or dismissing civil servants here. There are two types of dismissal as civil servants, namely honorable discharge and dishonorable discharge as civil servants.

According to the results of interviews conducted at the Satpol PP Kab. Karawang has never had any incident of dismissing civil servants. Dismissal and discharge itself is divided into 2 parts, namely dishonorable dismissal and honorable dismissal. Dismissal of respect for civil servants is an employee who gets his rights according to existing regulations such as a pension. Meanwhile, for a dishonorable dismissal, a person can lose his rights.

**Efforts to implement and improve Civil Service Discipline Regulations Based on Government Regulation Number 94 of 2021 at the Public Service Police Unit Office, Karawang Regency**

Increasing discipline in the state apparatus environment is a process of resolving employee disorder. To realize an authoritative and clean government, it starts with upholding national discipline within the state apparatus, especially Regional Civil Servants and the distribution of human resources for Regional Civil Servants.

Based on the results of an interview with Ms. Tri Afriliyanti: “at the Satpol PP Kab. Karawang for Government Regulation Number 94 of 2021 has started to be properly implemented. Because every day checks have been carried out on all employees at the Satpol PP Office, to increase the discipline of its employees. Checks are usually carried out during the morning assembly which is held every Monday to Thursday, and on Fridays the checks are carried out when sports are held together. Apart from direct checking by provost members, we also implement attendance through SIAP Application which is facilitated by BKPSDM directly, so that monitoring can also be carried out by BKPSDM. Where employees must take attendance before 07.45 and attend home at 15.45 by selfie and apply a location where the application can be accessed only at the Satpol PP Office, and in this application employees must also fill out a Performance Report on that day and must meet 8 hours of work in a day.

Based on the results of an interview with Mrs. Tri Afriliyanti: "Work discipline is a tool used by leaders in communicating with employees so that they are ready to make changes to their actions and as a form of increasing willingness and awareness to comply with existing rules. in work discipline can be influenced by employee morale, job satisfaction and existing compensation. because employees who are passionate about their work will give the best performance, not skipping classes and on time. From these aspects, work discipline can affect work results at the Spol PP Kab. Karawang has increased. Then, good work discipline can provide a maximum increase in work efficiency, it doesn't require a lot of time in the office to carry out training in the discipline aspect, as well as time that can be applied in realizing its goals.

According to Mr. Tata Suparta, S.Ak, there are various factors that influence work discipline on employee performance:

1. Team factors, quality of enthusiasm and support from colleagues in one job, cohesiveness, trust and closeness between employees;
2. Work system factors, infrastructure or work facilities from the work culture and the agency itself;
3. Capabilities and goals affect employee discipline. Goals or related work, so that employees can carry out their work with discipline and earnestness;
4. Exemplary leadership. This exemplary is very much needed, because in an agency environment all employees can pay attention to how the leadership can control the discipline that is enforced;
5. The courage of the leadership to determine the action. If an employee commits a disciplinary violation, a leader must have the courage to determine his actions based on the violation committed by the employee, there is discipline for disciplinary violations, based on the punishment imposed;
6. Whether or not there is leadership oversight of all activities carried out by an agency, which can direct its employees so that they can carry out work according to and according to existing regulations. from this supervision, employees will be accustomed to obeying discipline at work;

7. Whether there is attention to the employees. Employees are people who have different characteristics from one another. Employees are not only satisfied with receiving large compensation, but also require high attention from their leaders. Their difficulties and complaints need to be heard and solutions provided by conducting weekly and monthly briefings. Leaders who are successful in giving attention to employees can form maximum work discipline. Leaders like that will be respected and respected by their employees, so that they can affect work morale, achievement and employee morale, because there are no superheroes in existing institutions that are superteams for good agency performance and continue to improve.

The influence of work discipline is very influential on employee performance, because work discipline can form disciplined employees. The efforts carried out by the Staffing of the Civil Service Police Unit in Karawang Regency as explained in the previous table, it can be seen that the results are from a comparison of preventive disciplinary performance achievements from previous years.

Mrs. Tri Afriliyanti explained a little about the achievements of preventive discipline performance from previous years, namely as follows:

"Thank God, I see improved progress, because the regulations have also improved. Of course, we adjust to regulations other than regulations, we apply a humanistic approach to employees, related to providing morale in carrying out tasks, including here we also apply the principle of diagnostics to employees. The diagnostic principle is an assessment aimed at all employees by looking at performance patterns, including if there is a decrease in discipline, we also take a personal approach."

As explained above, the achievement of preventive disciplinary performance at the Satpol PP Kab. Karawang from year to year is getting better because it uses a humanism approach to its employees, so that employees have the enthusiasm to carry out their duties. In addition to the humanism approach, there is also the application of the diagnostic principle, which is an assessment aimed at employees to see patterns of performance.

## **CLOSURE**

### **Conclusion**

At the Civil Service Police Unit Office, Karawang Regency, it implements Preventive Discipline to its employees. Preventive discipline at the Civil Service Police Unit Office, Karawang Regency can be said to be relevant or good because in the preventive disciplinary process it has carried out various strategies in disciplining its employees. The disciplinary rules applied to the Civil Service Police Unit Office are in accordance with existing regulations. Where in it there are already obligations that must be followed by a civil servant and the sanctions received if they do not comply with the rules. Has followed the SOP regulated in accordance with the Government Regulation used. The Civil Service Police Unit Office of Karawang Regency also implements Corrective Discipline to discipline employees. Corrective discipline at the Civil Service Police Unit

Office has also been said to be good because the corrective disciplinary process for the types of sanctions issued is in accordance with existing regulations.

### **Suggestion**

Efforts to improve discipline at the Civil Service Police Unit Office, Karawang Regency have carried out socialization of regulations to employees as an effort to discipline employees. Preventive coaching is carried out for all Civil Servants of the Civil Service Police Unit of the Karawang Regency by disseminating Law Number 5 of 2014 concerning State Civil Apparatus and Government Regulation Number 94 of 2021 and always carrying out routine briefings to find solutions to problems found in the field. cause a decrease in employee discipline.

**REFERENCES**

- Abdullah, R. (1986). *Hukum Kepegawaian*. Rajawali Pers.
- Ali, Z. (2009). *Metode Penelitian Hukum*. Sinar Grafika.
- Arikunto, S. (2002). *Prosedur Penelitian Suatu Pendekatan Praktek*. Rineka Cipta.
- Ashshofa, B. (2010). *Metode Penelitian Hukum*. Rineka Cipta.
- Handoko, T. H. (2012). *Memahami Personalia dan Sumber Daya Manusia*. BPFE.
- Marbun, S. F. (2015). *Hukum Administrasi Negara I*. FH UII Press.
- Ridwan, & Ayuningtyas, N. (2018). *Hukum Kepegawaian*. FH UII Press.