

POLICE MATRON

DISTINGUISHING FEATURES OF THE CLASS: This work consists primarily of routine custodianship of female prisoners and children for brief periods of time, while such persons are under the immediate jurisdiction of municipal or county police departments. There is considerable responsibility for the exercise of independent judgment in emergencies. The work is carried out under the supervision of a police officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Guards and cares for female and juvenile persons detained at a police station and in detention rooms pending hearings, return to parents or transfer to penal institutions;
Searches female prisoners for weapons, cigarettes, drugs and other harmful articles;
Cares for and administers to females and juveniles who are sick or intoxicated;
Looks after lost and runaway children until parents or guardians are contacted;
Accompanies female and juvenile prisoners to court and remains with them until their case is disposed of;
May purchase meals or provide other personal necessities for persons under their custodianship;
May be responsible for immediate cleanliness and sanitation of dormitory, cell or detention rooms;
May administer first aid.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of first aid; ability to get along well with others; ability to understand and carry out oral and written directions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of satisfactory work experience, military service or education beyond high school.

NOTE: Additional years of satisfactory work experience, military service or formal education may be substituted for schooling on a year-for-year basis.