

POLICE MATRON

Position Purpose:

The purpose of this position is to monitor all females prisoners brought into the police lock-up for arrest; all other related work as required. The Police Matron is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring the exercise of moderate judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the general direction of the Chief of Police or the duty officer; all unusual situations or questions are referred to supervisor. This position is subject to review and evaluation according to the Town's personnel policies.

Supervision Given: None.

Job Environment:

Work is performed under typical Police Station conditions; the noise level is moderate and loud at times. On call 24 hours a day.

Operates computer, telephone and other standard office equipment.

Makes frequent contacts with the general public, other department employees, other law enforcement agencies, governmental agencies, and court personnel. Contacts are in person, in writing and by telephone and consist mainly of an information exchange dialogue.

Has access to some confidential information concerning ongoing police activities/criminal investigations and personal information about citizens; the application of appropriate judgment, discretion and professional office protocols is required.

Errors could result in delay or loss of services, personal injury and injury to others, as well as have legal ramifications.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Ensures the well-being and safekeeping of all female prisoners.

Searches all female prisoners when required; takes possession of all articles of contraband; processes all property in accordance with departmental policy.

Accompanies female prisoners to court.

Responsible for the well-being and safekeeping of lost or abused children brought into the station.

When requested, works with trained personnel on special cases of a sensitive nature involving females.

Communicates all significant information to the Police Chief or Officer in Charge.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; completion of a sixteen (16) hour training program in lockup, restraint, and Massachusetts suicide law procedures from the Massachusetts Criminal Training Council; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license.

Certification in CPR.

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of police procedures such as body search and self defense.

Ability: Ability to handle emergency situations calmly, promptly and efficiently. Ability to communicate effectively with children. Ability to maintain highly confidential information. Ability to think clearly in crisis situations.

Skill: Skill in the operation of the above listed equipment. Skill in fingerprint and photo-taking helpful.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performs body searches of prisoners. Physically defends self from prisoners. Regularly required to access all levels of the Police Station. Manually operates all office equipment. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)