

## **MATRON**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility for assisting with female suspects and female prisoners held in lock-up. Immediate supervision is received from a police officer or higher ranking supervising officer. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in charging and detaining female suspects and prisoners;  
Receives female prisoners and places them in lock-up;  
Guards female prisoners and makes physical checks according to lock-up procedures;  
Watches for unusual activities by the female prisoners and reports findings to the supervisor;  
Accompanies female prisoners to and from courts and other institutions;  
May administer first aid.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of law enforcement procedures;  
Working knowledge of the typical behavior of female suspects and prisoners;  
Working knowledge of first aid procedures;  
Ability to observe, interpret and report on the female prisoner's activities;  
Ability to communicate effectively;  
Ability to deal with female suspects and prisoners firmly yet courteously;  
Ability to understand and follow oral and written directions;  
Good judgement;  
Dependability;  
Physical condition commensurate with the demand of the position.

**MINIMUM QUALIFICATIONS:** None