



# Yarmouth Police Department

*Excellence in Policing*

## Matron Job Description

### Position Purpose:

The purpose of this position is to monitor all 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.

### Job Environment:

Work is performed under typical Police Station conditions. Shift schedule may vary and will include weekend and holidays. Hours covered are 12-8/8-4/4-12.

- 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 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.

### Essential Functions:

- Ensure the well-being and safekeeping of all female/male prisoners.
- Searches all female prisoners when required; takes possession of all articles of contraband; processes all property in accordance with departmental policy.
- May accompany female prisoners to court if needed.
- 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 Age and Qualifications:

#### Education, Training and Experience:

- High school education;
- Successful completion of 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:

- Minimum age of 18 at time of application
- No felony criminal record
- 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.



