

Civil Division: Villages
Jurisdictional Class: Non-Competitive
EEO Category: Protective Service
Revised: 05/02/11

POLICE MATRON

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a village or town and involves responsibility for the safe custody of female prisoners. Because of the nature of the position, these employees must be alert to the possibilities of emergencies and must use sound judgment in overcoming problems. The work is performed under direct supervision of the Police Chief or Police Commissioner. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Accompanies the female prisoner when being transported;
Searches female prisoners for drugs, weapons, etc.;
Maintains security and prisoner discipline;
Supervises female inmates at meal times and at court appearances;
Maintains records on female prisoners;
Keeps prisoners under surveillance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of first aid methods; good powers of observation; ability to be fair, yet firm with prisoners; ability to understand and carry out oral and written directions; ability to operate an automobile; good physical condition*; excellent moral character.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: Valid NYS Driver's License at time of appointment. This license must be maintained throughout appointment.

***Good physical condition** - a condition of physical fitness that gives reasonable assurance that the candidate is able to perform the duties of the position which might require physical exertion.

Adopted: 08/20/90
Revised: 11/25/96, 12/11/96, 05/02/11