

**Job Title:** Matron

**Department:** Jamestown Police Department

**Division:** Administrative & Support Services

**Reports To:** Administrative & Support Services Division Commander / Shift Commander

**Position Summary:**

The Jamestown Police Department is seeking a responsible and dedicated individual to serve as a Matron. This on-call position works under the direction of the Jail Officer on duty and the general supervision of the Shift Commander. The Matron is responsible for the care, custody, and humane treatment of female prisoners while ensuring compliance with all regulations and departmental policies.

**Compensation & Work Conditions:**

- Hourly Rate: **\$20.00 per hour**
- Status: **On-call**
- Hours: **Not guaranteed; work assigned as needed**
- Benefits: **This position does not include benefits**

**Key Responsibilities:**

- Maintain custody, safekeeping, and humane treatment of female prisoners.
- Conduct thorough searches of female prisoners prior to detention.
- Perform physical checks of female prisoners at least every 30 minutes, or more frequently if directed.
- Monitor prisoner well-being, address reasonable needs, and record checks in the log book.
- Report all injuries or medical concerns to the Jail Officer and Shift Commander.
- Secure and properly inventory the personal property of female prisoners.
- Remain within the jail area unless authorized to leave, notifying Communications when absent.
- Maintain custody of the female cell key, surrendering it to Communications when leaving the building.
- Serve as court matron and assist with prisoner transport when required.

- Complete supplementary police reports when necessary.
- Comply with the “Minimum Standards & Regulations for Management of City Jails,” as well as departmental procedures and orders.
- Perform other related duties as assigned.

**Qualifications:**

- Strong sense of responsibility, integrity, and professionalism.
- Ability to remain calm and exercise good judgment in high-stress situations.
- Effective communication and interpersonal skills.
- Ability to follow detailed policies, procedures, and regulations.
- Prior experience in corrections, law enforcement, or a related field is preferred but not required.
- Must successfully complete all required background checks and meet departmental standards for employment.