6-07/030.00 Station Matrons

The Non-Sworn Matron Program is intended to assist stations in abiding with Department policies and state laws as they pertain to having female attendants available whenever a female is in the Department's custody. Personnel Administration will publish announcements via JDIC for the hiring of Matrons and have established the requirements for the position. Each station will conduct interviews in order to select a cadre of Matrons.

The following guidelines shall be observed by stations using Matrons:

- Matrons shall be under the supervision of a full-time, trained jailer
- Matrons shall be responsible for providing close observation and attendance of female inmates while held at stations or during transportation
- Matrons may search female inmates for contraband under the direction and control of the station jailer. In accordance with Department directives, males may not be present during a search which requires disrobing
- Matrons may assist in the inspection of cells which are occupied by female inmates as directed by the station jailer
- Matrons may be present during medical examinations of female inmates
- Matrons shall not be called in because of an anticipated need, but shall be called to work with the approval of the watch commander when the need actually exists. They shall be relieved when the need no longer exists
- Matrons shall not be utilized to staff or supplement staffing for the station desk
- Matrons shall not write reports
- When on-duty staffing is at a minimum, Matrons may be called in to monitor female witnesses being detained or to assist in the control of minor children being kept at the station pending disposition by the Department of Children and Family Services (DCFS) or other public agencies
- Matrons shall not drive county vehicles without permission from the watch commander except in the event of an emergency.