

## 86-051 Use of Station Matrons

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Los Angeles County Sheriff's Department

### FIELD OPERATIONS DIRECTIVE

Field Operations Support Services

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#### USE OF STATION MATRONS

The Non-Sworn Matron Program is intended to assist the stations in abiding with Department Policies and State Laws as they pertain to having female attendants available whenever a female is in our custody. The office of Human Resources will publish announcements for the hiring of matrons and establish 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 Deputy Sheriff.
- Matrons will be responsible for providing close observation and attendance of female prisoners while held at stations or during transportation.
- Matrons will search female prisoners for contraband under the direction and control of a Deputy Sheriff. In accordance with Departmental Directives, males may not be present during a search which requires disrobing.
- Matrons will assist in the inspection of cells containing female prisoners as directed by the station jailer.
- Matrons may be present during medical examinations of female prisoners.
- Matrons will not be called in because of an anticipated need, but called to work with the approval of the Watch Commander when the need actually exists. They will be relieved when the need no longer exists.
- Matrons will not be utilized to staff or supplement staffing on the station desk.
- Matrons will not deal with the public, either on the phone or over the counter.
- Matrons will 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 D.P.S.S. or other public agencies.
- Matrons will not drive county vehicles without permission from the Watch Commander except in the event of an extreme emergency.