

CITY OF MARLBOROUGH

Marlborough, MA 01752

POLICE DEPARTMENT MATRON/DETENTION ATTENDANT

Posting Number: AA#22-18	Date Posted: May 20, 2022
Weekly Hours: Intermittent	FLSA: Exempt
Hiring Rate: \$18.00/Hour	Bargaining Unit: Non-Union
	Location: 355 Bolton Street

The City of Marlborough's Police Department is seeking to fill the position of Matron/Detention Attendant. This position is under the direction of the Chief of Police and Police Shift Commander only.

DUTIES AND RESPONSIBILITIES:

Monitor all female prisoners brought into the police lock-up for arrest; all other related work as required. The Police Matron/Detention Attendant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS:

- Ensures the well-being and safekeeping of all female prisoners.
- Assists police officers with personal/property inventory searches of all female prisoners, up to and including a strip search; takes possession of all articles of contraband.
- Receive instruction in suicide prevention in lockup and have read MPTC Suicide Prevention and Intervention.
- Conduct suicide check of prisoner when required.
- 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 an 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.
- Accompanies female prisoners to medical facilities with police officer.
- May be required to be available 24 hours a day.

To see the full job description: [Police Matron/Detention Attendant](#)

Interested candidates should forward cover letter and resume to:
hrjobs@marlborough-ma.gov

Position will remain open until filled.