



Burbank Police Department

Rafael Quintero, Chief of Police

LESSON PLAN

LESSON TITLE: Matron Training

INSTRUCTORS: Sergeant J Dugas

LESSON TOTAL TIME: 1 hour

LEARNING OBJECTIVE: To provide Police Records Technicians/Supervisors (matrons) with updated training on searches and safety practices in a custodial environment

COMPLETION STANDARDS: Attendance, Interactive learning, practical application

INSTRUCTIONAL METHOD: Lecture, policy review, demonstration, practical application

RESOURCES NEEDED: Lower parking lot

LESSON PLAN REVISION DATE: January 7, 2026

APPROVAL: Sergeant J Dugas

| Content | Instructor Notes |
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| <u>Lecture/Discussion Instruction:</u> | <ul style="list-style-type: none">• Review Policy 300 and 902• Review booking process• Review stances and movement• Review takedown defenses• Review combatives (punches, palm strikes, hammerfist)• Review handcuffing process• Review searching to include positioning and control• Strip search procedures |
| <u>Practical Application:</u> | <ul style="list-style-type: none">• Demonstrate understanding of above list• Practical application of searching techniques |