



# Burbank Police Department

Rafael Quintero, Chief of Police

## LESSON PLAN

<b>LESSON TITLE:</b>	Matron Training
<b>INSTRUCTORS:</b>	Sergeant J Dugas
<b>LESSON TOTAL TIME:</b>	1 hour
<b>LEARNING OBJECTIVE:</b>	To provide Police Records Technicians/Supervisors (matrons) with updated training on searches and safety practices in a custodial environment
<b>COMPLETION STANDARDS:</b>	Attendance, Interactive learning, practical application
<b>INSTRUCTIONAL METHOD:</b>	Lecture, policy review, demonstration, practical application
<b>RESOURCES NEEDED:</b>	Lower parking lot
<b>LESSON PLAN REVISION DATE:</b>	January 7, 2026
<b>APPROVAL:</b>	Sergeant J Dugas

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