



# Burbank Police Department

Michael Albanese, Chief of Police

## LESSON PLAN

**LESSON TITLE:** Matron Training

**INSTRUCTORS:** Sergeant J Dugas, Officer S Choe, Officer E Kyles

**LESSON TOTAL TIME:** 2 hours

**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:** October 2, 2023

**APPROVAL:** 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, hammer fist)</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>