



Lytle Police Dept. Monthly Report



Month of February 2012

Provided to the Mayor and City Council on March 12, 2012
Submitted by Richey Priest, Chief of Police / Fire Marshal

Calls for Service – 157

Motor Vehicle Collisions Investigated –11

Private Property – 9
Public Roadway – 2

Alarm Calls – 7

Business / Commercial – 7
Residential - 0

Traffic Enforcement & Other Class C Data

169 Class C Citations Issued



Stop Sign / Red Light	14	No Insurance	18
Driver's License Related	38	Speeding	61
M.V.R. / M.V.I.	24	Alcohol / Drug related	2
Seatbelt Related	1	City Ord. Violations	1
Window Tint	1	Other	9

Racial Composition: African 1% / Asian 0% / Caucasian 30% / Hispanic 69% / Middle Eastern 0%

Adult Arrest



Assault –Family Violence	1
Driving While Intoxicated	4
Driving While Intoxicated –Enhanced	1
Driving While Intoxicated – Third	1
Minor in Consumption	1
Possession of Drug Paraphernalia	1
Warrant Arrest	4



Juvenile Arrest

None	
------	--

Criminal Mischief & Graffiti

2/08	Cabinet Creations	Graffiti	Building	-----
2/12	Bruce Street	Criminal Trespass -Hab	Front Door Window	\$150
2/20	Railroad Street	Graffiti	Building	\$50
2/20	Pirate Putt	Criminal Mischief	Windmill	\$200
2/20	Pecan Grove	Criminal Mischief	Vehicle	\$50

Financial / Fraud / Identity Theft Related

2/01	HEB Plus	Credit Card Abuse
2/07	HEB Plus	Forgery
2/09	Lytle City Hall	Counterfeit Money
2/16	Lytle PD	Identity Theft

Thefts & Lost Property

2/03	Lytle City Hall	Lost	Checkbook	N/A
2/07	Lytle High School	Theft	Cell Phone	\$200
2/14	Unknown Location	Lost	Driver's License	N/A
2/20	Willy's Auto	Theft	Vehicle	\$2,100
2/28	Family Dollar	Theft	Bike	\$300
2/29	Unknown Location	Lost	Purse	N/A

Burglaries

2/12	Family Dollar P-Lot	Burg. Veh.	Laptop	\$1,000
2/27	Sonic Drive Thru	Burg. Build.	Bank Deposit	\$350



Lytle Police Department Civilian Auxiliary

- 6 Patrols / 24.25 Patrol Hours / 48.5 Man Hours / 230 Patrol Miles
- 3 Court Date / 7.25 Man Hours
- 55.75 Total Volunteer Hours**

Animal Care & Control Division

Data Provided by ACO Bill Dixon & Volunteer Coordinator Betty Kroeger

Approx. 20 Volunteers worked a total of 395 hours

8 dogs & 9 cats were euthanized

35 animals were adopted in February



Lytle (City) – 2	San Antonio – 4	Poth – 1	Von Ormy – 1
Lytle (out of City) – 9	Schertz – 2	Natalia – 6	Castroville – 2
Atascosa – 1	Cotulla – 2	Devine – 4	Spring Branch - 1

Average Daily Animal Count in the Facility

Dogs – 27 / Cats – 9

February Special Events

- Mardi Paws adoption event at the Animal Control Facility on Feb. 18. Six dogs and three cats were adopted.



Fire Marshal Division

- Conducted a Certificate of Occupancy Inspection at a new business at the Hack Building on Priest Blvd.
- Prepared forms for new Fire Marshal Fees
- Spoke with Sub-Contractors about new Fire Marshal Fees and new requirements for permits



Plans, Projects, Goals, & Ideas Five Year Plan Progress Report

FY 2010 – 2011 Goals not Completed

TASK	STATUS
Prepare New Policy Manual for PD	Pending – Early 2012
Community Feedback / Customer Service Tool	Mail Out Survey – Still in the works 📧
NIMS Training for Staff	In Progress (90% Complete)

FY 2011 – 2012 Key Points

(In our 5 year plan years 2 and 3 were put placed in on 24 month period (Oct. 2011 – Sept. 2013))

TASK	STATUS
Hire Administrative Assistant	Completed 👍
Expand Staffing of Non-Paid Peace Officers	Completed 👍
Electronic Ticket Writers	Completed last Fiscal Year 👍
Traffic Congestion & Related Issues	Area of the Lytle Elem. Is under review (hoping new Jr. High will solve problem)
Crime Prevention/Community Relations	Mail Out Survey –Early March
Automated External Defibrillators	Will Have Update in April 2012
Police Vehicles	Will Have Update in April 2012
Evaluate/Increase Sworn Staffing Levels	Will Have Update in April 2012
Grant Resources	Will Have Update in April 2012
Equipment Purchases	No major purchases under review
Shift Differential & Special Assignment Pay	Budget Workshops this July
Animal Control Staffing	Budget Workshops this July
Current Facility	Minor renovations being planned
Improvements to Firing Range	Will plan work in the spring
Portable Radio Issue (lack of radio coverage) (moved up from years 4-5 due to current and anticipated problems)	Reviewing solutions and looking at options at this time
Items moved to 2012 / 2013 – Not a priority for addressing in this current fiscal year	
Create Minimum Staffing Guidelines	
Patrol Districts	
Lytle ISD Campus Based Law Enforcement	
New Facility	

📧 - Updated this month 👍 - Completed this month

Special Events / Investigations / Activities / Department News

Staffing

- T.J. Richardson is now on board as a non-paid officer. He will also be handling our firearms re-qualifications this month. He is retired from S.A.P.D. He spent 12 years on downtown bike patrol so he will be out on a bike in the near future.

Investigations

- Captain Reyes presented a sexual assault case to the Medina Co. Grand Jury on February 6, 2012.

Training

- February 20-24, 2012 - Lt. Matthew Dear & Sr. Ofc. Gordon Hanson both attended the first week of a three week course on Developing Leaders for Texas Law Enforcement. The first week was held at the San Marcos Police Department.
- February 28, 2012 - Lt. Matthew Dear & Sgt. Daniel Gamez attended an 8 hour Taser Instructor Recertification course at the Webster Police Department. This instructor recertification is valid for two years.

Crime Prevention / Community Relations

- February 2012 – Ofc. Petrash continues to meet with staff at the High School on the “Shattered Dreams” program. The event will take place in May and our department is coordinating the emergency services role for the event.
- February 14, 2012 – Ofc. Petrash presented a Drug Awareness Program at the Lytle High School’s Health Fair.
- In February LPD Officers and LPDCA Members distributed LPD Notepads to 55 businesses. The pads have our contact information on them, a total of 400 pads were distributed. The pads were intended to provide readily accessible contact information for our department. Each business was also provided written directions on the best way to contact the Lytle Police Department for the various types of situations that arise.

Human Resource Allocations

Sworn Officers (Full-Time) Current Fiscal Year

Work Period	Total Hrs.	Total Hrs. Worked	OT Hrs.	Vac. Days	Sick Hours	Other
9/22/11-10/19/11	1,194	1,151	-----	3 days	-----	11 hrs P.L. 8 hrs. Jury Duty
10/20/11-11/16/11	1,203.50	1,187.50	5	1 day	-----	8 hrs. P.L.
11/17/11-12/14/11	1,201.50	1,142	-----	4 days	-----	27.5 hrs P.L.
12/15/11 - 1/11/12	1,195.25	1,173.25	-----	2 days	-----	6 hrs. P.L.
1/12/12 - 2/8/12	1,197.50	1,131	-----	2 days	10.5	32 P.L. /8 Hol.
2/9/12 – 3/7/12	1,202.50	1,170	-----	2 days	16.5	-----
3/8/12 – 4/4/12						
4/5/12 – 5/2/12						
5/3/12 – 5/30/12						
5/31/12 – 6/27/12						
6/28/12 – 7/25/12						
7/26/12 – 8/22/12						
8/23/12 – 9/19/12						
Totals for Fiscal Year	7,194.25	6,954.75	5	14 days	27	100.5 hrs.

Non-Paid Reserve Officer Hours

Target Hours is 16hrs per Officer per Work Period
(Time includes training and meetings)

Work Period	Target Hours	Actual Hours
9/22/11-10/19/11	80	67.5
10/20/11-11/16/11	80	96
11/17/11-12/14/11	80	76
12/15/11 - 1/11/12	96	80.5
1/12/12 - 2/8/12	96	81.5
2/9/12 – 3/7/12	112	127
3/8/12 – 4/4/12		
4/5/12 – 5/2/12		
5/3/12 – 5/30/12		
5/31/12 – 6/27/12		
126/28/12 – 7/25/12		
7/26/12 – 8/22/12		
8/23/12 – 9/19/12		
Totals for Fiscal Year	544	528.5

Animal Care and Control Division

Target Hours are 80hrs Full-Time & 40hrs Part-Time per Pay Period

Work Period	Hours (FT) (Target 80)	Hours (PT) (Target 40)	Total Hrs.	Total Hrs. Worked	OT Hours	Vac. Days	Sick Hours	Other Hours
10/5/11-10/18/11	81.5	49	130.5	123.5	1.5	-----	7	-----
10/19/11-11/1/11	81	40	121	121	1	-----	-----	-----
11/2/11 – 11/15/11	80	45.5	125.5	124	-----	-----	-----	1.5 PL
11/16/11 – 11/29/11	80	40	120	102	-----	-----	-----	2 PL/ 16 HOL.
11/30/11 – 12/13/11	80	58	138	131.50	-----	-----	6.5	-----
12/14/11 – 12/27/11	81	40.5	121.5	105.50	1	-----	-----	16 HOL.
12/28/11 – 1/10/12	80.5	40	120.5	110.5	-----	-----	-----	2 PL/ 8 HOL.
1/11/12 – 1/24/12	84.25	42.75	127	119	3.25	-----	-----	8 HOL.
1/25/12 – 2/7/12	82	36	118	118	2	-----	-----	-----
2/8/12 – 2/21/12	81.5	34.5	116	108	-----	-----	-----	8 HOL.
2/22/12 – 3/6/12	81.5	40	121.5	121.5	1.5	-----	-----	-----
Totals for Fiscal Year	893.25	466.25	1,359.5	1,284.5	10.25	-----	13.50	61.50

Civilian Administrative Assistant

Target Hours are 80hrs Full-Time per Pay Period

Work Period	Total Hrs.	Total Hrs. Worked	OT Hours	Vac. Days	Sick Hours	Other Hours
1/25/12 – 2/7/12	40	32	-----	-----	-----	8 PL
2/8/12 – 2/21/12	80	68	-----	-----	4	8 HOL.
2/22/12 – 3/6/12	80	80	-----	-----	-----	-----
Totals for Fiscal Year	200	180	-----	-----	4	16