



# Lytle Police Dept. Monthly Report



## Month of April 2012

Provided to the Mayor and City Council on May 14, 2012  
Submitted by Richey Priest, Chief of Police / Fire Marshal

### Calls for Service – 195

Motor Vehicle Collisions		Alarm Calls	
<b>10</b>		<b>14</b>	
Private Property	6	Business / Commercial	12
Public Roadway	4	Residential	2



Class C Citation Data			
150 Class C Citations Issued			
Stop Sign / Red Light	17	No Insurance	18
Driver's License Related	28	Speeding	58
M.V.R. / M.V.I.	16	Alcohol / Drug Related	2
Seatbelt Related	7	Use of Wireless Device	1
Cross Median	1	Other	2
Racial Composition: African 1% / Caucasian 27% / Hispanic 72%			

Adult Arrest	
Driving While Intoxicated – 1st	2
Driving While Intoxicated – 1st With Test	1
Driving While Intoxicated – 3rd	1
Possession of Controlled Substance	2
Possession of Drug Paraphernalia	1
Public Intoxication	1



### Juvenile Arrest - None

### Robbery / Aggravated Robbery -None

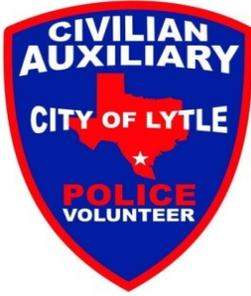
<b>Criminal Mischief &amp; Graffiti</b>			
4/02	Benton Street	Criminal Mischief	Vehicle "egged"
4/03	Hester St. & Blume Dr.	Criminal Mischief	Vehicles "egged"
4/05	Lytle High School	Criminal Mischief	Vehicle "keyed"
4/22	Lytle Sewer Plant	Criminal Mischief	Cut Fence

<b>Financial / Fraud / Identity Theft Related</b>		
4/04	Bruce Street	Credit Card Abuse
4/13	Lytle PD	Identity Theft
4/17	HEB Plus	Forgery
4/21	Lytle PD	Identity Theft
4/27	Lytle PD	Fraud

<b>Thefts &amp; Lost Property</b>				
4/02	Valero	Stolen/Lost	Cellphone	-----
4/02	Main Street	Recovered	Trailer	\$4,000
4/03	N. Prairie Street	Recovered	Trailer	-----
4/06	S. Benton Street	Theft	2 Heat Lamps	\$12
4/06	Family Dollar	Theft	Shopping Cart	Recovered
4/08	Houston Street	Theft	Pomeranian Dog	Recovered
4/12	Lytle High School	Theft	Vinyl Flooring	\$1,768.68
4/12	Express Rent to Own	Theft	Flat Screen TV	\$1,300
4/14	Adams Street	Theft	Concrete Lion	\$150
4/16	IH 35	Theft	Trailer	\$5,000
4/16	Oak Street	Theft	Rake & Weed Cutter	\$40
4/19	Lytle Animal Shelter	Lost	Vehicle Key	-----
4/19	Wisdom Road	Attempted Theft	Riding Lawnmower	-----
4/22	Lytle High School Construction Site	Theft	Roofing Materials	\$2,700
4/22	HEB Plus	Stolen/Lost	Cell Phone	Recovered
4/23	S. Somerset St	Theft	Campaign Sign	\$15
4/24	Lytle Primary School	Theft	iPad 2	\$540

<b>Burglaries</b>				
4/14	Exxon Storage Units	Burg. Build.	Stove & Skillet	\$120
4/22	S. Somerset Street	Burg. Habit.	Misc.	\$7,304
4/24	HEB Plus	Burg. Veh.	2 Cameras	\$340
4/26	US Renal Care	Burg. Veh.	Lap Top Computer	\$700

## Lytle Police Department Civilian Auxiliary



349 Patrol Miles	32.5 Patrol Hrs.
8 Patrols	60.75 Man Hrs.
2 Court Dates	5.75 Man Hrs.
2 Special Events	8 Man Hrs.
<b>Total Volunteer Hours</b>	<b>74.5 Man Hrs.</b>

## Animal Care & Control Division

Data Provided by ACO Bill Dixon & Volunteer Coordinator Betty Kroeger

Volunteer Hours	Approx. 23 Volunteers worked a total of 524 hours	
Animals Euthanized	Dogs - 13	Cats - 2
Average Daily Animal Count	Dogs - 33	Cats - 19



### 35 Animals were adopted in April

Lytle (City) - 4	Atascosa - 1	San Antonio - 9	Gatesville - 2
Lytle (out of City) - 2	LaCoste - 1	Devine - 3	Floresville - 4
Castroville - 2	Poteet - 1	Boerne - 2	Spring Branch - 1
New Braunfels - 1	Mico - 2	-----	-----

## Animal Control - April Special Events

- April 14, 2012 – Fetch and Friskers Adoption Event in Leon Springs
- April 16, 2012 – Volunteer Appreciation Banquet
- Several animal transports to new homes. Transported to Leon Springs, Austin, Pipe Creek and South San Antonio.

## Fire Marshal Division



- Site Visit to HEB C-Store & Retail
- Site Visit to Lytle Middle School
- Plans Review & Permit for Partial Fire Alarm & Lytle HS Library
- Acceptance Test of Underground Fire Lines @ Lytle Middle School
- Acceptance Test of Sprinkler System @ HEB Retail
- Little Red Schoolhouse Yearly Inspection for License
- Absolutely Everything Salon Certificate of Occupancy Inspection



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

<b>FY 2010 – 2011 Goals not Completed</b>	
TASK	STATUS
New Policy Manual for PD	Progress Made! Capt. Reyes assigned to task - ☞
NIMS Training for Staff	In Progress (90% Complete)

<b>FY 2011 – 2012 Key Points</b>	
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). Need to review plans on remodeled Elem. now that the bond passed. ☞
Crime Prevention/Community Relations	Mail Out Survey –Delayed
Automated External Defibrillators	Delayed
Police Vehicles	Updated provided at April meeting ☞
Evaluate/Increase Sworn Staffing Levels	Action taken at the April Meeting ☝
Grant Resources	Training Scheduled for May 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 Summer ☞
Portable Radio Issue (lack of radio coverage) (moved up from years 4-5 due to current and anticipated problems)	Final solution most likely will not be developed until after the new Atascosa Co. Sheriff takes office ☞
<b>Items moved to 2012 / 2013 – Not a priority for addressing in this current fiscal year</b>	
Create Minimum Staffing Guidelines	Reviewing options at this time ☞
Patrol Districts	N/A
Lytle ISD Campus Based Law Enforcement	N/A
New Facility	Requested input from staff on needs ☞

☞ - Updated this month      ☝ - Completed this month

## Special Events / Investigations / Activities / Department News

### Staffing

- Captain Reyes returned from sick leave to light duty on April 30. He returned to full duty on May 14, 2012.
- Currently Officer Benny Lopez and Officer Ed Richter are working as part-time paid patrol officers.

### Training



Lt. Matthew Dear and Sr. Officer Gordon Hanson both recently completed the three week, 120 hour, course “Developing Leaders for Texas Law Enforcement”. This leadership course was developed by the Texas Police Chief’s Association Foundation. Captain Frank Reyes and Sgt. Daniel Gamez completed the same course last year.

## Crime Prevention / Community Relations

- April 8, 2012 – Chief Priest worked with Girls Scouts posting “No Cell Phone” signs by the schools.
- April 23, 2012 – Sgt. Gamez and Ofc. Petrash provided a Crime Prevention presentation to employees at Community National Bank.
- April 30, 2012 – Ofc. Petrash provided Drug Awareness Program Part 1 of 4 to the 5th grade students at the Lytle Elementary School.

## 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	1,291	1,133	68	4 days	108	18 hrs. P.L.
4/5/12 - 5/2/12	1,208.5	1,053	6.5	-----	147.5	8 Hol.
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						
<b>Totals for Fiscal Year</b>	<b>9,693.75</b>	<b>9,140.75</b>	<b>79.5</b>	<b>18 days</b>	<b>282.5</b>	<b>126.5 hrs.</b>

## 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	-----	-----	-----	-----
3/7/12 - 3/20/12	80	80	-----	-----	-----	-----
3/21/12 - 4/3/12	80	78	-----	-----	2	-----
4/4/12 - 4/17/12	80	72	-----	-----	-----	8 HOL.
4/18/12 - 5/1/12	80	80	-----	-----	-----	-----
<b>Totals for Fiscal Year</b>	<b>520</b>	<b>490</b>	<b>-----</b>	<b>-----</b>	<b>6</b>	<b>24</b>

## Part-Time Officer Hours

### Total Hours authorized 600hrs

Work Period	Total Hrs.	Total Hrs. Worked	OT Hours
4/04/12 - 4/17/12	34.5	34.5	-----
4/18/12 - 5/01/12	59.5	59.5	-----
<b>Totals for Fiscal Year</b>	<b>94</b>	<b>94</b>	<b>-----</b>

<b>Non-Paid Reserve Officer Hours</b>		
<b>Target Hours is 16hrs per Officer per Work Period</b>		
<b>(Time includes training and meetings)</b>		
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	112	154
4/5/12 – 5/2/12	80	74.5
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		
<b>Totals for Fiscal Year</b>	<b>736</b>	<b>757</b>

<b>Animal Care and Control Division</b>								
<b>Target Hours are 80hrs Full-Time &amp; 40hrs Part-Time per Pay Period</b>								
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	-----	-----	-----
3/7/12 – 3/20/12	80.5	40	120.5	120.5	0.5	-----	-----	-----
3/21/12 – 4/3/12	82	40	122	120.5	2			1.5 PL
4/4/12 – 4/17/12	80.5	43.5	124	108	3.5	-----	8	8 HOL.
4/18/12 – 5/1/12	82.5	41.5	124	124	2.5	-----	-----	-----
<b>Totals for Fiscal Year</b>	<b>1,218.75</b>	<b>631.25</b>	<b>1,850</b>	<b>1,757.5</b>	<b>18.75</b>	<b>-----</b>	<b>21.5</b>	<b>71</b>