



# Lytle Police Dept. Monthly Report



## Month of December 2011

Provided to the Mayor and City Council on January 9, 2012  
Submitted by Richey Priest, Chief of Police / Fire Marshal

### Calls for Service – 206

### Motor Vehicle Collisions Investigated – 10

Private Property – 6  
Public Roadway – 4

### Alarm Calls – 9

Business / Commercial – 5  
Residential - 4

### Traffic Enforcement & Other Class C Data

#### 216 Class C Citations Issued



Stop Sign / Red Light	16	No Insurance	32
Driver's License Related	35	Speeding	95
M.V.R. / M.V.I.	24	Alcohol / Drug related	1
Seatbelt Related	2	City Ord. Violations	3
Other	8		

Racial Composition: African 1% / Caucasian 30% / Hispanic 69%

### Adult Arrest



Driving While Intoxicated – First Offense	5
Driving While Intoxicated – Second Offense	1
Possession of Marijuana – Drug Free Zone	2
Possession of Drug Paraphernalia	1
Warrant Svc – Prob. Viol. Prohibited Weapon (Bexar Co.)	1
Warrant Service – Obstruction of Roadway (Bexar Co.)	1
Warrant Service – Theft by Check (Atascosa Co.)	1
Warrant Service – Evading Arrest (Bexar Co.)	1



## Juvenile Arrest

None	
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## Criminal Mischief & Graffiti

12/17	Pirate Putt	Criminal Mischief	Mini-Golf & Bat Cages
12/27	CR 6710	Criminal Mischief	Vehicle Damaged
12/27	Little Red School House	Criminal Mischief	2 Windows Broken Out
12/27	Mason Street	Criminal Mischief	Vehicle Damaged
12/27	N. Benton Street	Criminal Mischief	Vehicle Damaged
12/27	Lake Shore Drive	Criminal Mischief	Vehicle Damaged

## Financial / Fraud / Identity Theft Related

12/30	Various Locations (Lytle)	Credit Card Abuse
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## Thefts & Lost Property

12/03	HEB Plus	Theft	Wallet	\$10
12/03	Gathering Church	Theft	Plant	\$50
12/10	HEB Pumps	Theft	Fuel	\$37.43
12/10	Lytle Middle School	Theft	iPod	\$229
12/11	HEB Pumps	Theft	Fuel	\$40
12/12	Wisdom Road	Theft	Batteries	\$115
12/15	Lytle Nursing Home	Theft	Cash	\$500
12/19	Family Dollar	Theft	Unknown Items	
12/21	Family Dollar	Theft	Detergent	\$100
12/22	HEB Pumps	Theft	Fuel	\$26

## Burglaries

12/12	Lytle Feed & Seed	Burg. Bldg.	Gun/Ammo/Cash	\$1,000
12/27	FM 463	Burg. Veh.	Tools	\$1,000



# Lytle Police Department Civilian Auxiliary

- 4 Patrols / 12 Patrol Hours / 24 Man Hours / 68 Patrol Miles
- 1 Court Date / 2.5 Man Hours
- 26.5 Total Volunteer Hours**

## Animal Care & Control Division

Data Provided by ACO Bill Dixon & Volunteer Coordinator Betty Kroeger

Approx. 18 Volunteers worked a total of 581 hours

11 dogs & 5 cats were euthanized

31 animals were adopted in December



Lytle (City) - 3	Devine -2	Castroville - 2	Pearsall - 1
Lytle (out of City) - 5	Bigfoot - 1	Natalia -12	-----
Somerset - 2	San Antonio - 1	Mico - 2	-----

## Average Daily Animal Count in the Facility

Dogs - 24 / Cats - 11

## December Special Events

- December 10<sup>th</sup>, 2011 (Noon - 3p) - Photos with Santa Fundraiser at Morales Feed and Seed. Over \$300 was raised.



## Fire Marshal Division

- Responded to a Residential Fire Alarm, (item left cooking on stove) on FM 463
- Responded to a Stove Fire on Creek Street. (Malfunction of Stove)
- Issued 1 Burn Permit on FM 2790 East
- Reviewed and Issued a Permit for a Partial Sprinkler System (Lytle Middle School)

## 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	In Progress – Report @ Jan. Mtg
NIMS Training for Staff	In Progress (90% Complete)
LPD Civilian Auxiliary – Update SOP - Reorganize	Completed (Will be issued 2/1/12)

### 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
Administrative Assistant	Position Approved – Employee Selected – Will Start Feb. 1, 2012
Create Minimum Staffing Guidelines	Will be moved to 2012/2013
Evaluate/Increase Sworn Staffing Levels	Will Have Update in April 2012
Patrol Districts	Will be moved to 2012/2013
Shift Differential Pay / Special Assignment Pay	Will have a plan for Budget Workshops this July
Traffic Congestion & Related Issues	Area of the Lytle Elem. Is under review (hoping new Jr. High will solve problem)
Grant Resources	Will review in April 2012
Crime Prevention/Community Relations	Report for January 2011
Animal Control Staffing	Will have a plan for Budget Workshops this July
Expand Staffing of Non-Paid Peace Officers	Positions Approved / Currently Hiring
Police Vehicles	Will be moved to 2012/2013
Equipment Purchases	No major purchases under review
Electronic Ticket Writers	Completed last Fiscal Year
Lytle ISD Campus Based Law Enforcement	Will be moved to 2012/2013
New Facility	Very preliminary
Current Facility	Looking at options
Automated External Defibrillators	Will review in April 2012
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

# Special Events / Investigations / Activities / Department News

## **New Administrative Assistant**

We are currently preparing for the transfer of Paola Rios from her position as court clerk. A computer has been purchased and we are working on preparing a desk and any other items that she will need when she moves over on February, 1, 2012.

## **Bullet Proof Vest Partnership Grant** (<http://www.ojp.gov/bvpbasi/home.html>)

The U.S. Department of Justice administers a grant that allows agencies to apply for funding for bullet proof vest (body armor). They will reimburse an agency for up to 50% of the cost of the vest. Our grant was approved for \$3600 last year. We recently submitted a request and should be receiving approx. \$900 in the near future. This is a 50% reimbursement of three vests we ordered in 2011. It is our intention to take that money along with additional funds we had budgeted and use it toward more replacement vest in this fiscal year. (Each vest has a five year life from the date of mfg.)

## Crime Prevention / Community Relations

- December 12, 2011 (6:30p- 8:00p) – Sgt. Gamez conducted a presentation to Cub Scout Pack 369 at the Lytle Police Department. Eight third grade Cub Scouts along with seven adults were present.
- December 29, 2011 (3:00p-4:30p) – Lt. Dear conducted a presentation to three Tiger Cubs, two additional children and three adults. The presentation started at the Lytle Police Department and ended at the Lytle Fire Department.
- Ofc. Petrash will be meeting with both the Lytle Jr. High and the High School to set up plans for some programs / presentations for the spring semester.
- As of 1/1/2012 we have conducted business surveys at forty businesses. This is still ongoing along with providing crime prevention posters, etc. We have been able to use some of the feedback to respond to areas such as extra patrols near closing time, etc.
- We are planning on creating a yearly report for 2011 along with some crime comparison from past years. This along with contact information and a customer service survey will be mailed out to residents. (target date is March 1, 2012) We are still working on the details.

## 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						
1/12/12 - 2/8/12						
2/9/12 - 3/7/12						
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						
<b>Totals for Fiscal Year</b>	<b>3,599</b>	<b>3,480.5</b>	<b>5</b>	<b>8 days</b>		<b>54.5 hrs.</b>

No Changes Since Last Report

### 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	67.50
10/20/11-11/16/11	80	96
11/17/11-12/14/11	80	76
12/15/11 - 1/11/12		
1/12/12 - 2/8/12		
2/9/12 - 3/7/12		
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		
<b>Totals for Fiscal Year</b>	<b>240</b>	<b>239.50</b>

No Changes Since Last Report

**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	118	-----	-----	-----	2 PL
11/30/11 – 12/13/11	80	58	138	131.50	-----	-----	6.5	-----
<b>12/14/11 – 12/27/11</b>	<b>81</b>	<b>40.5</b>	<b>121.5</b>	<b>121.50</b>	<b>1</b>	<b>-----</b>	<b>-----</b>	<b>-----</b>
Totals for Fiscal Year	483.50	273	756.50	739.50	3.5		13.5	3.5

**VOLUNTEER HOURS**

10/1/10 through 9/30/2011 (Fiscal Year)

Volunteer Unit	Description of Duties	Hours of Volunteer Service Performed (includes meetings and trainings)
<b>Non-Paid Reserve Peace Officers</b> (6 Positions authorized)	Regular routine municipal law enforcement duties	<b>671</b>
<b>LPD Civilian Auxiliary</b> (Approx. 8-10 active members, actual number varies)	Citizens Patrol (by vehicle), special events, bailiff support, etc.	<b>878</b>
<b>Animal Control Shelter Volunteers</b> (Approx. 20 -25 active volunteers)	Feed and care for animals, staff and maintain facility, special events, etc.	<b>6,672</b>

**Total Volunteer Hours for this Fiscal Year: 8,221!**

There are several formulas used to calculate the value of volunteer hours. Using the most recent standard for Texas that amount is \$21.35

[http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)

Using that amount the total monetary value of volunteer hours would be \$175,518.35.

If you want to be more on the conservative side then let us use the minimum wage for a full-time city employee who has completed probation (\$12 per hour). The total would then be \$98,652.00