



# Lytle Police Dept. Monthly Report



## Month of August 2012

Provided to the Mayor and City Council on September 10, 2012  
 Submitted by Richey Priest, Chief of Police / Fire Marshal

### Calls for Service – 238

Motor Vehicle Collisions 21		Alarm Calls 17	
Private Property	15	Business / Commercial	13
Public Roadway	6	Residential	4



Class C Citation Data 147 Class C Citations Issued			
Stop Sign / Red Light	29	No Insurance	23
Driver's License Related	34	Speeding	30
M.V.R. / M.V.I.	16	Alcohol / Drug Related	1
Seatbelt Related	5	No License Plate	2
Theft < \$50	1	Other	6
Racial Composition: African 1% / Caucasian 26% / Hispanic 73%			



Adult Arrest	
Assault Bodily Injury – Family Violence	1
Assault Bodily Injury – Family Violence Enhanced (Felony)	1
Assault Bodily Injury – Family Violence & Interference with Emergency Call	1
Driving While Intoxicated – 1st with Test	2
Driving While Intoxicated – 3rd with Open Container	1
Possession of Drug Paraphernalia	1
Theft < \$50	1
Warrant Arrest	3



**Juvenile Arrest – None**

**Robbery / Aggravated Robbery – None**

**Criminal Mischief & Graffiti**

8/03	Hester St.	Criminal Mischief	Vehicle Egged
8/17	Bruce St.	Criminal Mischief	Squirt Ketchup on Vehicle
8/24	HEB C-Store	Criminal Mischief	-----

**Financial / Fraud / Identity Theft Related**

8/02	Chevron	Counterfeit Money
8/02	Chevron	Counterfeit Money
8/20	HEB Plus	Forgery

**Thefts & Lost Property**

8/05	IH 35 Construction Site	Theft	8 Batteries	\$800
8/08	S. Somerset Street	Theft	Laptop and Medicine	\$756
8/12	HEB Plus	Theft	Various Electronics	Recovered
8/15	Lytle Oil Exchange	Lost	Vehicle Key	-----
8/18	Main St.	Found	Purse	-----
8/20	Valero	Theft	18 Pk. Of Beer	\$16
8/23	HEB C-Store	Theft	Carton of Cigs(Recovered)	\$46

**Burglaries**

8/15	South Texas Suzuki	Attempted Burg. Of Build. & theft	ATV & Ski Jet With Trailer	Recovered
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## Lytle Police Department Civilian Auxiliary



Patrol Miles	142	Patrol Hrs.	16.5
Patrols	4	Man Hrs.	33
Court Dates	0	Man Hrs.	0
Ride-Out w/Officer	0	Man Hrs.	0
Total Volunteer Hours	33		

## Animal Care & Control Division

Data Provided by ACO Bill Dixon & Volunteer Coordinator Betty Kroeger

Volunteer Hrs: Approx. 25 Volunteers worked a total of 636 hrs.  
 412 of those hours were provided by the following 4 volunteers :  
 Betty Kroeger – 192 hours  
 Maurissa Herrera - 47 hours  
 Sandy Fuchs- 122 hours  
 Debbie Tuton - 51 hours



Animals Euthanized	Dogs – 9	Cats – 4
Average Daily Animal Count	Dogs – 25	Cats – 20

## 32 Animals were adopted in August

Lytle (City) – 4	Alice – 1	Hondo – 1	Atascosa – 1
Lytle (out of City) – 6	Castroville – 3	Devine – 3	Somerset – 3
Helotes Humane Society – 2	Returned to Owner – 2	Natalia – 5	San Antonio – 1

## Animal Control - August Special Events

August 18th - Adoption Day at Tractor Supply in Castroville - 1 adoption  
 August 21st - Community Event at Teacher Back To School Luncheon - LISD

## Fire Marshal Division



- Old Lytle ISD Middle School Site Visit.
- New Lytle ISD Middle School Site Visit.
- Conducted a Sprinkler Test at New Lytle ISD Middle School.
- Plans Received for New Child Care Facility on Main Street.
- Pre-Inspection Visit to Old Habanero Building for New Business.
- Received plans for Little Caesar's
- Permit issued (install fire alarm system) – Great Start Play School



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

FY 2010 – 2011 Goals not Completed	
TASK	STATUS
New Policy Manual for PD	No Progress in the last 90 days
NIMS Training for Staff	Classroom Training scheduled for this fall (4 - 8 hr days)

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	Spoke with City Engineer on plan review for proposed Elem. Remodel – Ref. Traffic issues. <u>Met with School for temporary plan.</u>
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 Completed – No action yet
Equipment Purchases	Received new digital vehicle radio 👍
Shift Differential & Special Assignment Pay	Budget Workshops ?
Animal Control Staffing / Organization	8 more hours per wk approved for p/t ACO 👍
Current Facility	No action if we plan a new building 👉
Improvements to Firing Range	Will plan work in the Summer – Not yet
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
Items moved to 2012 / 2013 – Not a priority for addressing in this current fiscal year	
Create Minimum Staffing Guidelines	Reviewing options at this time
Patrol Districts	N/A
Lytle ISD Campus Based Law Enforcement	N/A
New Facility	Visited Terrell Hills Municipal Complex (Under construction)

👉 - Updated this month      👍 - Completed this month

## Special Events / Investigations / Activities / Dept. News

### Department News

- We will start accepting applications this week for Police Officers; the application process will close on September 28, 2012.
- There are currently (as of 9-10-2012)
  - 8 cases pending lab reports
  - 1 cases pending warrants
  - 6 other cases pending follow-up, etc.

### Training

- **August 2, 2012** –Ofc. Guzman attended a DWI update Seminar in Hondo.

## Crime Prevention / Community Relations

- **August 21, 2012** – Chief Priest and Capt. Reyes attended a Community Business Appreciation and Welcome Back Luncheon at Lytle ISD.
- **Tuesday October 2, 2012** – We are again planning a National Night Out event at City Hall Parking Lot.

## 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	1,207	1,159	-----	5 days	-----	8 Hol.
5/31/12 - 6/27/12	1,204.50	1,148.50	-----	7 Days	-----	-----
6/28/12 - 7/25/12	1,205.75	1,126.75	-----	8 days	-----	3 hrs. P.L. 12 hrs. Military Leave
7/26/12 - 8/22/12	1,050.5	931.5	10.5	10 days	39	-----
8/23/12 - 9/19/12						
Totals for Fiscal Year	13,311	12,575	79.5	38 days	282.5	149.5 hrs.

## 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	-----	-----	-----	-----
5/2/12 - 5/15/12	80	80	-----	-----	-----	-----
5/16/12 - 5/29/12	80	56	-----	-----	-----	16 PL, 8 HOL.
5/30/12 - 6/12/12	80	80	-----	-----	-----	-----
6/13/12 - 6/26/12	80	64	-----	2	-----	-----
6/27/12 - 7/10/12	80	24	-----	5	8	8 HOL.
7/11/12 - 7/24/12	80	64	-----	-----	16	-----
7/25/12 - 8/7/12	80	80	-----	-----	-----	-----
8/8/12 - 8/21/12	80	73	-----	¾	-----	-----
8/22/12 - 9/4/12	80	72	-----	-----	-----	8 HOL.
Totals for Fiscal Year	1,240	1,083	-----	7 ¾	30	64

<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>		
<b>Work Period</b>	<b>Target Hours</b>	<b>Actual Hours</b>
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	80	81.5
5/31/12 – 6/27/12	80	101.75
6/28/12 – 7/25/12	80	76.75
<b>7/26/12 – 8/22/12</b>	<b>64</b>	<b>83</b>
8/23/12 – 9/19/12		
<b>Totals for Fiscal Year</b>	<b>976</b>	<b>1,017</b>

<b>Part-Time Officer Hours</b>			
<b>Total Hours Authorized 600hrs</b>			
<b>Work Period</b>	<b>Total Hrs.</b>	<b>Total Hrs. Worked</b>	<b>OT Hours</b>
4/04/12 – 4/17/12	34.5	34.5	-----
4/18/12 – 5/01/12	59.5	59.5	-----
5/02/12 – 5/15/12	58.5	58.5	-----
5/16/12 – 5/29/12	56	56	-----
5/30/12 – 6/12/12	45	45	-----
6/13/12 – 6/26/12	21	21	-----
6/27/12 – 7/10/12	23	23	-----
7/11/12 – 7/24/12	53.5	53.5	-----
7/25/12 – 8/7/12	57.5	57.5	-----
8/8/12 – 8/21/12	77	77	-----
<b>8/22/12 – 9/4/12</b>	<b>97</b>	<b>97</b>	<b>-----</b>
<b>Total for Fiscal Year</b>	<b>582.5</b>	<b>582.5</b>	<b>-----</b>

## 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	-----	-----	-----
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	-----	-----	-----
5/2/12 – 5/29/12	80	42.5	122.5	122.5	5	-----	-----	-----
5/30/12 – 6/12/12	81.5	40	121.5	121.5	1.5	-----	-----	-----
6/13/12 – 6/26/12	80	40	120	119.5	-----	-----	-----	.5 PL
6/27/12 – 7/10/12	80	46	126	104.5	-----	1.75	-----	8 HOL.
7/11/12 – 7/24/12	81.5	63	143.5	114.5	10.5	3.75	-----	-----
7/25/12 – 8/7/12	80	73	153	85	1	8.5	-----	-----
8/8/12 – 8/21/12	81	39.5	120.5	120.5	1	-----	-----	-----
8/22/12 – 9/4/12	80.5	42	122.5	122.5	.5	-----	-----	4 PL / 8 HOL.
Totals for Fiscal Year	1,782.75	1,017.25	2,879.5	2,668	38.25	14	21.5	91.5