



# Lytle Police Dept. Monthly Report



## Month of March 2013

Provided to the Mayor and City Council on April 8, 2013  
 Submitted by Richey Priest, Chief of Police / Fire Marshal

### Calls for Service – 245

Motor Vehicle Collisions		Alarm Calls	
<b>9</b>		<b>20</b>	
Private Property	3	Business / Commercial	15
Public Roadway	6	Residential	5



Class C Citation Data			
239 Class C Citations Issued			
Stop Sign / Red Light	36	No Insurance	36
Driver's License Related	50	Speeding	50
M.V.R. / M.V.I.	47	Alcohol / Drug Related	8
Seat Belt	3	City Ordinance	3
Tail / Stop Lights	4	Other	2
Racial Composition: African 1% / Asian 1% / Caucasian 33% Hispanic 64% / Middle Eastern 1%			



Adult Arrest	
Driving Under the Influence – Minor	1
Driving While Intoxicated	3
Driving While Intoxicated 1st with Open Container	1
Possession of Controlled Substance PG 1 < 1g	1
Possession of Drug Paraphernalia	1
Possession of Marijuana	1
Public Intoxication	6
Theft	2
Violation of City Ordinance	3
Warrant Arrest – Other Agency	1



## Juvenile Arrest – None

## Robbery / Aggravated Robbery – None

## Criminal Mischief & Graffiti

03/18	Ball Road	Criminal Mischief	Broken Fence Post
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## Financial / Fraud / Identity Theft Related

03/04	Lytle PD	Debit Card Abuse
03/10	Houston	Identity Theft
03/30	HEB Plus Pharmacy	Prescription Forgery

## Thefts & Lost Property

03/01	HEB C-Store	Drive Off	Fuel	\$60
03/02	South Texas Suzuki	Theft	Small Paint Booth	\$8,000
03/04	HEB Plus	Theft	Trees	\$271
03/08	San Antonio to Lytle	Lost	License Plates	-----
03/08	HEB Plus	Theft	Consumables (Recovered)	\$512
03/10	Lytle PD	Theft	License Plates	-----
03/15	Valero	Theft	Beer	\$85
03/19	John's Small Engine	Theft	Travel Trailer	\$9,000
03/20	HEB C-Store	Drive Off	Fuel	\$40
03/20	HEB Plus	Lost/Stolen	iPhone	\$250
03/21	Lytle PD	Theft	Checkbook	-----
03/25	Lytle Elementary	Theft	Cargo Trailer	\$1,200
03/25	HEB C-Store	Drive Off	Fuel	\$26
03/26	HEB Plus	Theft	Consumables (Recovered)	\$100
03/27	Cottage Street	Theft	Lawn Mower	\$250
03/27	HEB C-Store	Drive Off	Fuel	\$40
03/30	Home Town Depot	Lost/Stolen	Lotto Scratch Off Tickets	\$250

## Burglaries – None

## Lytle Police Department Civilian Auxiliary



Patrol Miles	88	Patrol Hrs.	8
Patrols	2	Patrol Man Hrs.	16
Court Dates	0	Man Hrs.	0
Special Events	1	Man Hrs.	28
Other: Admin.	1	Man Hrs.	9
Total Volunteer Hours			53

## Animal Care & Control Division

Data Provided by ACO Bill Dixon & Volunteer Coordinator Betty Kroeger

Volunteer Hrs: Approx. 25 Volunteers worked a total of 544 hrs.  
 430 of those hours were provided by the following 4 volunteers:  
 Betty Kroeger – 184 hours  
 Maurissa Herrera - 118 hours  
 Sandy Fuchs- 71 hours  
 Debbie Tuton – 57 hours



Animals Euthanized	Dogs – 10	Cats – 10
Average Daily Animal Count	Dogs – 20	Cats – 13

## 15 Animals were adopted in March

Lytle (City) – 5	San Antonio – 1	Natalia – 2	LaCoste – 1
Lytle (out of City) – 3	Von Ormy – 2	Devine – 1	-----

## Animal Control – March Special Events

- **March 9, 2013** – Yard Sale at Community Center (\$1,896.14 Raised).
- **March 15-18, 2013** – Betty Kroeger and Maurissa Herrera Attended Texas Unites for Animals in Austin
- **March 30, 2013** – Maurissa Herrera Took a Dog to San Antonio Pet Expo for Adoption.

## Fire Marshal Division



- Certificate of Occupancy – Taqueria El Jimador #2
- Certificate of Occupancy – Dreamz
- Locked up Keys in Knox Boxes – Lytle Jr. High
- Met with General Contractor – Elementary School Project
- Received Plans for Elementary School Renovation
- Spoke with Sprinkler Contractor – Elementary School



**Plans, Projects, Goals, & Ideas**  
**Five Year Plan Progress Report**  
 (See Five Year Plan on our Website  
[www.lytle.tx.org/police](http://www.lytle.tx.org/police))

<b>FY 2010/2011 &amp; FY 2011/2012 Goals <u>not</u> Completed</b>	
TASK	STATUS
New Policy Manual for PD	Actively working on it again
Crime Prevention/Community Relations	Have a draft of newsletter, still in progress.

<b>FY 2012 – 2013 Key Points</b> <b>(Items not Completed or addressed as of 10/1/12)</b> <b>In our 5 year plan years 2 and 3 were put placed in on 24 month period (Oct. 2011 – Sept. 2013)</b>	
TASK	STATUS
Improvements to Firing Range	Received bid & Talked to PW Director
Shift Differential & Special Assign. Pay	Need to have plan by Summer 2013
Automated External Defibrillators	No Action Taken
Grant Resources	No Action Taken
Radio Issue (police communications)	Preliminary License Approval – Final approval in 60 days
Create Minimum Staffing Guidelines	Once full staff we will address this
Patrol Districts	N/A
Lytle ISD Campus Based Law Enforcement	Met with superintendant
Police Vehicles	Assessing our needs and looking at other departments as to number of cars.
Current Police Facility	No action – New Facility is planned
Police Explorer Post	No action for now
<b><u>Not in 5 year Plan but recently added as important issues</u></b>	
Destruction of Evidence & Prepare Property / Evidence for move	We will be submitting request for destruction orders from the various courts.

- Updated this month     - Completed

## Special Events / Activities / Dept. News

### Department News

- **March 2, 2013** – Officers Participated in the Municipal Warrant Round-up.

### Training

- **March 26 - 28, 2013** – Chief Priest attended the Texas Police Chiefs Association Annual Conference in Austin. ([www.texaspolicechiefs.org](http://www.texaspolicechiefs.org))

## Crime Prevention / Community Relations

- **March 7, 2013** – Chief Priest, Ofc. Petrash and Admin. Assist. Paola Rios attended the VFW Annual Banquet.
- **March 20, 2013** – Ofc. Petrash participated in a Health Fair at the Lytle High School.
- **March 23, 2013** – Capt. Reyes and Ofc. D. Lopez attended the Opening Game Day for the Lytle Youth Program at the John Lott Municipal Park.

### Lytle Police – Criminal Investigations / Case Management Monthly Activity Report

#### *Month of March 2013*

Cases Filed with Atascosa County Attorney's Office (Class A & B Misdemeanors)	6
Cases Filed with Medina County Attorney's Office (Class A & B Misdemeanors)	0
Cases Filed with Atascosa County District Attorney's Office 81 <sup>st</sup> Judicial Dist. (Felony)	
Suspect has been arrested (pre indictment)	1
Suspect has not been arrested – Case submitted for presentation to Grand Jury	3
Cases Filed with Medina County District Attorney's Office 38 <sup>th</sup> Judicial Dist. (Felony)	
Suspect has been arrested (pre indictment)	0
Suspect has not been arrested – Case submitted for presentation to Grand Jury	0
Cases Filed with Bexar County Criminal District Attorney's Office (Class A & B Misdemeanors and Felonies)	0
Warrants submitted to and issued by a Judge	
Class A & B Misdemeanors	0
Felonies	0
<b><u>Other Case Information</u></b>	

## Human Resource Allocations

### Sworn Officers (Full-Time) Current Fiscal Year

Work Period	Total Hrs.	Total Hrs. Worked	OT Hrs.	Vac. Days	Sick Hours	Other
9/20/12 – 10/17/12	1,056.5	1,013.5	8	2.5	22	1 hr. PL
10/18/12 – 11/14/12	1,027	958	.5	3	40	5 hrs. PL
11/15/12 – 12/12/12	1,013.25	896.75	-----	13	-----	12.5 hrs. Hol.
12/13/12 – 1/9/13	1,027.5	937.5	-----	7	26	8 hrs. Hol.
1/10/13 – 2/6/13	1,044.75	1,016.75	-----	3.5	-----	-----
2/7/13 – 3/6/13	1,027.25	1,065.75	-----	3	9.5	8 hrs. PL
<b>3/7/13 – 4/3/13</b>	<b>1,368.25</b>	<b>1,309.75</b>	<b>.5</b>	<b>5.5</b>	<b>1.5</b>	<b>13 hrs. PL</b>
4/4/13 – 5/1/13						
5/2/13 – 5/29/13						
5/30/13 – 6/26/13						
6/27/13 – 7/24/13						
7/25/13 – 8/21/13						
8/22/13 – 9/18/13						
Totals for Fiscal Year	7,564.50	7,198	9	37.5 days	99	47.5 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
10/03/12 – 10/16/12	80	80	-----	-----	-----	-----
10/17/12 – 10/30/12	80	76	-----	-----	4	-----
10/31/12 – 11/13/12	80	72	-----	-----	-----	8 hrs. Hol.
11/14/12 – 11/27/12	80	56	-----	1	-----	16 hrs. Hol.
11/28/12 – 12/11/12	80	72	-----	-----	8	-----
12/12/12 – 12/25/12	80	56	-----	1	-----	16 hrs. Hol.
12/26/12 – 1/8/13	80	72	-----	-----	-----	8 hrs. Hol.
1/9/13 – 1/22/13	80	72	-----	-----	-----	8 hrs. Hol.
1/23/13 – 2/5/13	80	76	-----	-----	4	-----
2/6/13 – 2/19/13	80	72	-----	-----	-----	8 hrs. Hol.
2/20/13 – 3/5/13	80	80	-----	-----	-----	-----
3/6/13 – 3/19/13	80	80	-----	-----	-----	-----
<b>3/20/13 – 4/2/13</b>	<b>80</b>	<b>72</b>	<b>-----</b>	<b>-----</b>	<b>-----</b>	<b>8 hrs. Hol</b>
Totals for Fiscal Year	1,040	936	-----	2 days	16	72 hrs.

<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
9/20/12 – 10/17/12	80	101.5
10/18/12 – 11/14/12	96	76.25
11/15/12 – 12/12/12	69	69
12/13/12 – 1/9/13	96	68.5
1/10/13 – 2/6/13	96	70.5
2/7/13 – 3/6/13	80	90.75
<b>3/7/13 – 4/3/13</b>	<b>80</b>	<b>75</b>
4/4/13 – 5/1/13		
5/2/13 – 5/29/13		
5/30/13 – 6/26/13		
6/27/13 – 7/24/13		
7/25/13 – 8/21/13		
8/22/13 – 9/18/13		
Totals for Fiscal Year	597	551.5

<b>Part-Time Officer Hours</b>			
Work Period	Total Hrs.	Total Hrs. Worked	OT Hours
10/03/12 – 10/16/12	38.5	38.5	-----
10/17/12 – 10/30/12	49	49	-----
10/31/12 – 11/13/12	62.25	62.25	-----
11/14/12 – 11/27/12	75	75	-----
11/28/12 – 12/11/12	100.25	100.25	-----
12/12/12 – 12/25/12	105	105	-----
12/26/12 – 1/8/13	76.25	76.25	-----
1/9/13 – 1/22/13	70.5	70.5	-----
1/23/13 – 2/5/13	102.25	102.25	-----
2/6/13 – 2/19/13	114.25	114.25	5
<b>2/20/13 – 3/5/13</b>	<b>55</b>	<b>55</b>	<b>-----</b>
<b>Part-time positions ended on 2/28/13</b>			
Total for Fiscal Year	848.25	848.25	5

## Animal Care and Control Division

**Target Hours are 80hrs Full-Time & 56 hrs Part-Time per Pay Period**

Work Period	Hours (FT) (Target 80)	Hours (PT) (Target 56)	Total Hrs.	Total Hrs. Worked	OT Hours	Vac. Days	Sick Hours	Other Hours
10/3/12 – 10/16/12	80	57	137	136	-----	-----	-----	1 hr. PL
10/17/12 – 10/30/12	80	58	138	122	-----	2	-----	-----
10/31/12 – 11/13/12	80	75	155	125.5	11	2 1/2	-----	8 hrs. Hol.
11/14/12 – 11/27/12	80	72	152	106	1	3 3/4	-----	16 hrs. Hol.
11/28/12 – 12/11/12	80	89.5	169.5	100.5	9.5	-----	45	24 hrs. Bereavement
12/12/12 – 12/25/12	81.5	80	161.5	81.5	1.5	5	24	16 hrs. Hol.
12/26/12 – 1/8/13	63.5	76	139.5	104.5	4.5	1/4	25	8 hrs. Hol.
1/9/13 – 1/22/13	79.5	61	140.5	132.5	-----	-----	-----	8 hrs. Hol.
1/23/13 – 2/5/13	85	63.5	148.5	148.5	6	-----	-----	-----
2/6/13 – 2/19/13	80.5	61.5	142	134	.5	-----	-----	8 hrs. Hol.
2/20/13 – 3/5/13	80.75	57.5	138.25	138.25	.75	-----	-----	-----
3/6/13 – 3/19/13	81.75	57	138.75	138.75	1.75	-----	-----	-----
3/20/13 – 4/2/13	79	56.5	135.5	127.5	-----	-----	-----	8 hrs. Hol.
Totals for Fiscal Year	1,031.5	864.5	1,896	1,595.5	36.5	13.5	94	97 hrs.