



Lytle Police Dept. Monthly Report



Month of September 2013

Provided to the Mayor and City Council on October 14, 2013
Submitted by Richey Priest, Chief of Police / Fire Marshal

Calls for Service – 203

| Motor Vehicle Collisions | | Alarm Calls | |
|--------------------------|---|-----------------------|---|
| 9 | | 8 | |
| Private Property | 1 | Business / Commercial | 6 |
| Public Roadway | 8 | Residential | 2 |



| Class C Citation Data | | | |
|---|----|------------------------|----|
| 250 Class C Citations Issued | | | |
| Stop Sign / Red Light | 23 | No Insurance | 22 |
| Driver's License Related | 61 | Speeding | 38 |
| M.V.R. / M.V.I. | 64 | Alcohol / Drug Related | 6 |
| Seat Belt | 13 | Theft | 4 |
| Window Tint | 9 | All Other | 10 |
| Racial Composition: African 1% / Caucasian 30% / Hispanic 69% | | | |



| Adult Arrest | |
|--|---|
| Assault by Threat – Family Violence | 1 |
| City Ordinance Violation | 2 |
| Disorderly Conduct – Displaying / Discharging a Firearm on a Public Roadway | 1 |
| Driving While Intoxicated | 2 |
| Possession of Drug Paraphernalia | 2 |
| Possession of Marijuana < 2 oz. | 1 |
| Public Intoxication | 2 |
| Theft < \$50 | 4 |
| Theft \$50 - \$500 | 1 |
| Unlawfully Carrying a Weapon | 1 |
| Warrant Arrest – Assault Bodily Injury Family Violence (Medina Co.), Failure to Identify Fugitive from Justice (Bexar Co.) & Theft by Check (Atascosa Co.) | 3 |



Juvenile Arrest – None

Robbery / Aggravated Robbery – None

Criminal Mischief & Graffiti

| | | | |
|-------|------------------|-------------------|---------------------------|
| 09/11 | N. Benton Street | Criminal Mischief | Broken Gate Lock |
| 09/30 | Farmer Tractor | Criminal Mischief | Aloe Vera Planter Chopped |

Financial / Fraud / Identity Theft Related

| | | |
|-------|----------|-------------------|
| 09/03 | Georgia | Credit Card Abuse |
| 09/09 | Georgia | Identity Theft |
| 09/25 | Lytle PD | Identity Theft |

Thefts & Lost Property

| | | | | |
|-------|-----------------|---------------|-------------------------|----------|
| 09/04 | Main Street | Theft | 2 Ladders | \$150 |
| 09/05 | HEB Plus | Theft | Consumables (Recovered) | \$96 |
| 09/06 | Rose Cottage | Theft | Large Dog House | \$75 |
| 09/08 | HEB Plus | Lost / Stolen | Cell Phone | \$200 |
| 09/11 | Mesquite Street | Theft | Weed Eater | \$135 |
| 09/12 | HEB Plus | Theft | Cosmetics (Recovered) | \$8 |
| 09/12 | Hester Street | Theft | 3 – 16” Truck Rims | \$200 |
| 09/14 | HEB Plus | Theft | Condoms | \$5 |
| 09/16 | HEB Plus | Theft | Consumables (Recovered) | \$115 |
| 09/18 | HEB P-Lot | Lost | Wallet | ----- |
| 09/24 | HEB Plus | Theft | Consumables (Recovered) | \$2 |
| 09/24 | Norvell Street | Theft | Table Saw | \$100 |
| 09/25 | HEB C-Store | Drive Off | Fuel | \$115 |
| 09/27 | McDonald Street | Theft | Old AC Units | ----- |
| 09/27 | Laney’s Catch | Theft | ATV | \$11,000 |

Burglaries - None

Lytle Police Department Civilian Auxiliary



| | | | |
|----------------------------|-----|-----------------|-----|
| Patrol Miles | 165 | Patrol Hrs. | 16 |
| Patrols | 4 | Patrol Man Hrs. | 28 |
| Court Dates | 0 | Man Hrs. | 0 |
| Special Events | 1 | Man Hrs. | 7.5 |
| Other: | 0 | Man Hrs. | 0 |
| Total Volunteer Hours 35.5 | | | |

Animal Care & Control Division

Data Provided by ACO Santiago Morantez & Volunteer Coordinator Betty Kroeger

Volunteer Hrs: Approx. 10 Volunteers worked a total of 360 hrs.
 332 of those hours were provided by the following 4 volunteers:
 Betty Kroeger – 171 hours Maurissa Herrera – 96 hours
 Sandy Fuchs – 15 hours Debbie Tuton – 50 hours



| | | |
|----------------------------|-----------|-----------|
| Animals Euthanized | Dogs – 8 | Cats – 8 |
| Average Daily Animal Count | Dogs – 21 | Cats – 15 |

6 Animals were adopted in September

| | | |
|-----------------|-------------|------------|
| Lytle – 1 | Natalia – 1 | Devine – 2 |
| Castroville – 1 | Hondo – 1 | ----- |

Animal Control – September Special Events

- **September 6, 2013** – Betty Kroeger took Bella & Abby to the Lytle Public Library.
- **September 11–12, 2013** – Betty Kroeger attend Animal Control Officer training in Fredericksburg.
- **September 21, 2013** – Betty Kroeger, Santiago Morantez, Debbie Tuton and Bella participated in the Lytle Homecoming Parade.
- **September 23, 2013** – SNAP Mobile was here. This was funded and organized by TriCity Animal Sanctuary.
- **September 28, 2013** – Devine Girl Scout Troop and parents visited the facility.

Fire Marshal Division



- Received Plans for Coby Café & Catering
- Conducted Annual Inspection for Pico, Chevron, Little Caesar's, El Jimador, Taqueria Jalisco, Hacienda Jalisience, Sonic, Whataburger, Bill Miller and Lytle Nursing Home.
- Site Visit – Lytle Elementary School - Remodel



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

(See Five Year Plan on our Website
www.lytle.tx.org/police)

FY 2010/2011 & FY 2011/2012 Goals not Completed

| TASK | STATUS |
|--------------------------------------|-------------------------------------|
| New Policy Manual for PD | Actively working on it again |
| Crime Prevention/Community Relations | Now sending quarterly newsletters 👉 |

FY 2012 – 2013 Key Points

(Items not Completed or addressed as of 10/1/12)

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

| TASK | STATUS |
|---|--|
| Improvements to Firing Range | Some work completed by TJ Richardson, Still some to do. |
| Shift Differential & Special Assign. Pay | Delayed until next budget year 👉 |
| Automated External Defibrillators | No Action Taken |
| Grant Resources | No Action Taken |
| Radio Issue (police communications) | Installed and working 👍 |
| 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 | With one in current budget and one for next year we meet our planning goal. 👍 |
| Current Police Facility | No action – New Facility is planned |
| Police Explorer Post | No action for now |
| <u>Not in 5 year Plan but recently added as important issues</u> | |
| Destruction of Evidence & Prepare Property / Evidence for move | We will be submitting request for destruction orders from the various courts. Have received a few orders this past month from Atascosa Co. Court |

👉 - Updated this month 👍 - Completed

Special Events / Activities / Dept. News

General Information

- **Radio System** – Radio repeater was installed in September, we are still doing some fine tuning but it seems to work well.
- **New Police Vehicle** – The vehicle is at the up-fitters and should be ready for patrol in a couple weeks.
- **Part-Time Officers** – For now I have three reserve officers who are filing in as part-time paid officers to assist us during the duration of Officer Jose Guzman's military duty. Those officers are Benny Lopez, Roger Garcia and Uvaldo Ramirez.

Crime Prevention / Community Relations

- **September 9, 2013** – Officer Petrash attended SHAC meeting regarding Campus Health Activities at the Lytle High School.
- **September 13, 2013** – Chief Priest, Capt. Reyes and Lt. Dear performed a demonstration of Police, Fire and EMS Vehicles and Equipment to Lytle Elementary Students. (Approx. 400 kids)
- **September 14, 2013** – Officers assisted with traffic control for the Lytle VFW Freedom Walk.
- **September 14, 2013** – Officers attended the Lytle VFW Festival.
- **September 21, 2013** – Officers assisted with traffic control for the Homecoming Parade.

Police Patrol Activity

| | |
|--|-----|
| Building Checks (check of closed business, business check card left) | 341 |
| Business Checks (checks of open business, contact made with employees) | 79 |

Lytle Police – Criminal Investigations / Case Management Monthly Activity Report

Month of September 2013

| | |
|---|----|
| Cases Filed with Atascosa County Attorney’s Office (Class A & B Misdemeanors) | 3 |
| Cases Filed with Medina County Attorney’s Office (Class A & B Misdemeanors) | |
| Cases Filed with Atascosa County District Attorney’s Office 81 st Judicial Dist. (Felony) | |
| Suspect has been arrested (pre indictment) | 1 |
| Suspect has not been arrested – Case submitted for presentation to Grand Jury | |
| Cases Filed with Medina County District Attorney’s Office 38 th Judicial Dist. (Felony) | |
| Suspect has been arrested (pre indictment) | |
| Suspect has not been arrested – Case submitted for presentation to Grand Jury | 1 |
| Cases Filed with Bexar County Criminal District Attorney’s Office (Class A & B Misdemeanors and Felonies) | |
| Warrants submitted to and issued by a Judge | |
| Class A & B Misdemeanors | 0 |
| Felonies | 0 |
| Cases pending lab reports | 12 |
| Cases Filed with Juvenile Probation – Atascosa Co. | 0 |
| <u>Other Case / Court Information</u> | |
| n/a | |

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 | 1,207.25 | 1,165.75 | ----- | 3 | 9.5 | 8 hrs. PL |
| 3/7/13 – 4/3/13 | 1,368.25 | 1,309.75 | .5 | 5.5 | 1.5 | 13 hrs. PL |
| 4/4/13 – 5/1/13 | 1,377 | 1,306.25 | 1.5 | 5.5 | ----- | 26.75 PL |
| 5/2/13 – 5/29/13 | 1,447.75 | 1,377.75 | 44.5 | 5 | 6 | 24 hrs. Bereavement |
| 5/30/13 – 6/26/13 | 1,369.5 | 1,266 | ----- | 3 | 15.5 | 64 hrs. Military Leave |
| 6/27/13 – 7/24/13 | 1,377.75 | 1,239.75 | 1.25 | 15 | ----- | 2 hrs. PL 16 hrs. ML |
| 7/25/13 – 8/21/13 | 1,377.25 | 1,329.25 | 5.5 | 6 | ----- | ----- |
| 8/22/13 – 9/18/13 | 1,364.25 | 1,336.25 | ----- | 3 | 4 | ----- |
| Totals for Fiscal Year | 16,058 | 15,153.25 | 61.75 | 72 days | 124.5 | 180.25 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 | ----- | ----- | ----- | ----- |
| 3/20/13 – 4/2/13 | 80 | 72 | ----- | ----- | ----- | 8 hrs. Hol |
| 4/3/13 – 4/16/13 | 80 | 72 | ----- | ----- | ----- | 8 hrs. PL |
| 4/17/13 – 4/30/13 | 80 | 80 | ----- | ----- | ----- | ----- |
| 5/1/13 – 5/14/13 | 80 | 72 | ----- | ----- | 8 | ----- |
| 5/15/13 – 5/28/13 | 80 | 72 | ----- | ----- | ----- | 8 hrs. Hol. |
| 5/29/13 – 6/11/13 | 80 | 76 | ----- | ----- | ----- | 4 hrs. PL |
| 06/12/13 – 6/25/13 | 80 | 80 | ----- | ----- | ----- | ----- |
| 6/26/13 – 7/9/13 | 80 | 70 | ----- | ----- | ----- | 8 hrs. Hol. 2 hrs. PL |
| 7/10/13 – 7/23/13 | 80 | 40 | ----- | 5 days | ----- | ----- |
| 7/24/13 – 8/6/13 | 80 | 80 | ----- | ----- | ----- | ----- |
| 8/7/13 – 8/20/13 | 80 | 79 | ----- | ----- | ----- | 1 hr. PL |
| 8/21/13 – 9/3/13 | 80 | 72 | ----- | ----- | ----- | 8 hrs Hol. |
| 9/4/13 – 9/17/13 | 80 | 76 | ----- | ----- | ----- | 4 hrs. PL |
| 9/18/13 – 10/1/13 | 80 | 72 | ----- | ----- | 8 | ----- |
| Totals for Fiscal Year | 2,080 | 1,877 | ----- | 7 days | 32 | 115 hrs. |

| Part-Time Officer Hours | | | |
|---|-------------------|--------------------------|-----------------|
| 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 |
| 2/20/13 – 3/5/13 | 55 | 55 | ----- |
| Part-time positions ended on 2/28/13 | | | |
| Total for Fiscal Year | 848.25 | 848.25 | 5 |

| Non-Paid Reserve Officer Hours | | |
|---|---------------------|---------------------|
| Target Hours is 16 hrs per Officer per Work Period | | |
| (Time includes training and meetings) | | |
| 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 |
| 3/7/13 – 4/3/13 | 80 | 75 |
| 4/4/13 – 5/1/13 | 80 | 82.25 |
| 5/2/13 – 5/29/13 | 80 | 78 |
| 5/30/13 – 6/26/13 | 80 | 72 |
| 6/27/13 – 7/24/13 | 80 | 86 |
| 7/25/13 – 8/21/13 | 96 | 115 |
| 8/22/13 – 9/18/13 | 96 | 104.5 |
| Totals for Fiscal Year | 1,109 | 1,089.25 |

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 | 127 | 11 | 2 ½ | ----- | 8 hrs. Hol. |
| 11/14/12 – 11/27/12 | 80 | 72 | 152 | 106 | 1 | 3 ¾ | ----- | 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 | ¼ | 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. |
| 4/3/13 – 4/16/13 | 85 | 24.5 | 109.5 | 109.5 | 6 | ----- | ----- | ----- |
| 4/17/13 – 4/30/13 | 91 | 0 | 91 | 91 | 11 | ----- | ----- | ----- |
| 5/1/13 – 5/14/13 | 79.5 | 0 | 79.5 | 79.5 | 5.5 | ----- | ----- | ----- |
| 5/14/13 – 5/28/13 | 95 | 0 | 95 | 87 | 5 | ----- | ----- | 8 hrs. Hol. |
| 5/29/13 – 6/11/13 | 95 | 0 | 95 | 95 | 15 | ----- | ----- | ----- |
| 6/12/13 – 6/25/13 | 88 | 0 | 88 | 88 | 8 | ----- | ----- | ----- |
| 6/26/13 – 7/9/13 | 97.5 | 0 | 97.5 | 89.5 | 7.5 | ----- | ----- | 8 hrs. Hol. |
| 7/10/13 – 7/23/13 | 100 | 23 | 123 | 123 | 20 | ----- | ----- | ----- |
| 7/24/13 – 8/6/13 | 80 | 60 | 140 | 137 | 0 | ----- | ----- | 3 hrs. PL |
| 8/7/13 – 8/20/13 | 81 | 56 | 137 | 133 | 0 | ----- | 4 | ----- |
| 8/21/13 – 9/3/13 | 83 | 36 | 119 | 111 | .5 | ----- | ----- | 8 hrs. Hol. |
| 9/4/13 – 9/17/13 | 87.5 | 8 | 95.5 | 95.5 | 7.5 | ----- | ----- | ----- |
| 9/18/13 – 10/1/13 | 86 | 56 | 142 | 142 | 6 | ----- | ----- | ----- |
| Totals for Fiscal Year | 20,180 | 1,128 | 3,308 | 2,978 | 128.5 | 13.5 | 98 | 124 hrs. |