



Lytle Police Monthly Report



MONTH OF MARCH 2014

Submitted by Cpt. Frank Reyes at the City Council Meeting on April 14, 2014

Calls for Service – 214

Motor Vehicle Collisions 11		Alarm Calls 8		Police Patrol Activity 511	
Private Property	5	Business / Commercial	4	Building Checks (check of closed business, business check card left)	355
Public Roadway	6	Residential	4	Business Checks (checks of open business, contact made with employees)	156

Class C Citation Data 272 Class C Citations Issued					
Stop Sign / Red Light	35	No Insurance	29	Window Tint	4
Driver's License Related	59	Speeding	43	Leash Law	3
M.V.R. / M.V.I.	77	Alcohol / Drug Related	6	Fail to Yield Right of Way	4
Seat Belt	6	All Other Offenses			6
Racial Composition: African 1.99% / Caucasian 31.52% / Middle Eastern .49% / Hispanic 66%					

Adult Arrest	
City Ordinance Violation – Leash Law	3
Driving While Intoxicated	1
Driving While Intoxicated 3rd or more (Felony)	1
Possession of Controlled Substance PG1	1
Possession of Controlled Substance PG1with Intent to Deliver 1st Degree Felony – State Jail	2
Possession of Controlled Substance PG3	1
Possession of Drug Paraphernalia (Class C)	2
Possession of Marijuana < 2 oz. (Class B)	2
Public Intoxication	2
Theft of a Firearm (State Jail Felony)	1
Theft \$50 - \$500 (Class B)	1
Unlawfully Carrying a Weapon (Class A)	1
Warrant Arrest – Assault Bodily Injury (Bexar Co.)	1
Warrant Arrest – Assault Family Violence – House Member Impede Breath/Circulation – Felony (Medina Co.)	1
Warrant Arrest – Burglary of Habitation (Medina Co.)	2
Warrant Arrest – Driving While Intoxicated – Class B (Medina Co.)	1

Warrant Arrest – FTA – Theft by Check \$50 - \$500 (Bexar Co.)	1
Warrant Arrest – FTA – Theft by Check > \$20 but < \$200	1
Warrant Arrest – Possession of Controlled Substance w/Intent to Deliver 1st Degree Felony (Bexar Co.)	1
Warrant Arrest – Possession of Dangerous Drugs – Class A (Bexar Co.)	1
Warrant Arrest – Possession of Marijuana (Medina Co.)	1
Warrant Arrest – Possession of Marijuana < 2 oz. (Atascosa Co.)	1

Juvenile Arrest – None

Robbery / Aggravated Robbery – None

Criminal Mischief & Graffiti

03/08	Adams Street	Criminal Mischief	Front Left Tire of Truck
03/24	Wisdom Road	Criminal Mischief	Graffiti
03/25	Lytle Mini Storage	Criminal Mischief	Lock Cut Off of Empty Storage Unit
02/28	CR 6841	Criminal Mischief	Damaged Front Door Glass

Financial / Fraud / Identity Theft Related

03/18	Dollar General	Debit Card Abuse
03/18	Star Food Mart	Debit Card Abuse
03/18	Pico Store	Debit Card Abuse
03/18	HEB C-Store	Debit Card Abuse
03/18	Exxon	Debit Card Abuse

Thefts & Lost Property

03/07	HEB Plus	Theft	iPhone	\$550
03/09	HEB Plus	Attempted Theft	Cosmetics	\$444
03/13	HEB Plus	Lost	Wallet	-----
03/20	Main Street	Theft	53 Pieces of Sheet Metal	\$2,500
03/24	HEB Plus	Theft	Consumables (Recovered)	\$70
03/26	Railroad Street	Theft	VW Bug Driver Side Headlight	\$300
03/26	Twin Liquors	Theft	Bottle of Scotch	\$137

Burglaries – None

03/07	Lytle Mini Storage	Burg. of Bldg.	Misc. items	\$516
03/15	Lytle Mini Storage	Burg. of Bldg.	3 Unit Locks & Rolling Doors	\$250
03/17	Cr 681	Burg. of Hab.	Flat Screen TV	\$1,500

Lytle Police Department Civilian Auxiliary

Patrol Miles	127	Patrol Hrs.	12
Patrols	3	Patrol Man Hrs.	24
Court Dates	0	Man Hrs.	0
Special Events	0	Man Hrs.	0
Other:	0	Man Hrs.	0
Total Volunteer Hours 24			

Plans, Projects, Goals, & Ideas

Five Year Plan Progress Report

Five Year Plan October 1, 2010 through September 30, 2015

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

October 2010 – September 2011 **YEAR 1** Goals Not Completed

All Goals were met during the first year of the Five year Plan with the exception of **Preparing a new Policy Manual**. We have been working on this but it is not complete.

October 2011 – September 2013 **YEARS 2 & 3** Goals Not Completed

Some objects for this time period have been put on hold & will be reevaluated / addressed in the future. Those items are:

1. Create Minimum Staffing Guidelines
2. Divide City into Patrol Districts
3. Establish Shift Differential Pay (also special assignment pay)
4. Establish Police Explorer Post
5. Obtain Automated External Defibrillators (AEDs) for Police Vehicle

October 2013 – September 2015 **YEARS 4 & 5** Goals

The final two years of the plan included fewer goals, but some of them were larger items. Two of the items have already been addressed and completed (**Staffing** and **Police Vehicles**). With the addition of a police vehicle this budget year (FY 13/14) and the 8th full time officer position last budget year (FY 12/13) these issues are taken care of. The largest item on the list was the **New Police Facility**, which has also been addressed. We will be moving into it in March 2014. Another item on the list was the Animal Control Facility (possible expansion). Since that organization is now a separate city department that item would no longer be an issue for the LPD.

The Following Items Remain on the 2013/2015 Goals List

Equipment – Three Items were specifically listed:

- A. **Consider Automatic License Plate Reader** – Status: There have been some issues raised by some civil liberties groups and we are evaluating our need.
- B. **FLIR** – Thermal imaging camera used for locating suspects at night – Status: Not a priority there are other more important purchases we could make at this time.
- C. **Digital Radio System** – **Update: System is back in shop** Status: We have addressed this issue with the purchase of the repeater system. We have had some minor issues with it, but they should be worked out. We will at sometime need to plan to move the repeater and antennas from city hall to the water tower next to the new PD. To put the antenna on top of the water tower, which is ideal and relocate the system will cost approx \$10,000. So this is something we will try to do in the next budget year or sooner if somehow we could work it in.

Accreditation / Recognition :

It is still our full intention to become a Recognized agency through the Texas Police Chief's Foundation. We will be required to meet and maintain numerous professional standards. Our new facility will allow us to start the process; we would not be able to meet the standards in our current office. Lt. Dear will be attending the Police Chief's Conference with me this April in Dallas and will be attending the track for program managers.

Emergency Care Attendant or Emergency Medical Technician Training for Staff

This is still a current goal that we have for the final two years of our five year plan. Hopefully after getting settled in the new Police Facility we will be able to look at moving on this goal.

Special Events / Activities / Dept. News

General Information

- **Radio System** – Repeater is back in the shop, it worked for 11 days and then went down. If a solution isn't found soon we will have to take some sort of alternative action. Industrial Communications informed us that all three components have been returned to the manufacturer for warranty repair.

Training Information

- **March 19, 2014** – Lt. Dear & Cpl. Gamez conducted a TASER Class at the Atascosa Sheriff’s Department
- **March 26, 2014** – Lt. Dear & Cpl. Gamez conducted a TASER Class at the Atascosa Sheriff’s Department.

Crime Prevention / Community Relations - None

Fire Marshal Division

- Certificate of Occupancy – Lytle Tire Shop
- Certificate of Occupancy – Shake It
- Certificate of Occupancy – Jalisco Grill

Lytle Police – Criminal Investigations / Case Management Monthly Activity Report			
<i>Month of March 2014</i>			
Cases Filed with Atascosa County Attorney’s Office (Class A & B Misdemeanors)			4
Cases Filed with Medina County Attorney’s Office (Class A & B Misdemeanors)			2
Cases Filed with Atascosa County District Attorney’s Office 81 st Judicial Dist. (Felony)			
Suspect has been arrested (pre indictment)			3
Suspect has not been arrested – Case submitted for presentation to Grand Jury			0
Cases Filed with Medina County District Attorney’s Office 38 th Judicial Dist. (Felony)			
Suspect has been arrested (pre indictment)			1
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
Cases pending lab reports as of 4/10/2014			14
Cases Filed with Juvenile Probation	0	Atascosa	1
		Medina	0

Human Resource Allocations

Sworn Officers (Full-Time) Current Fiscal Year

Work Period	Total Hrs.	Total Hrs. Worked	OT Hrs.	Vac. Days	Sick Hours	Other
9/19/12 – 10/16/12	1,258	1,201.25	2	5	8	8.75 hrs. PL
10/17/13 – 11/13/13	1,216.25	1,136.25	10	10	-----	-----
11/14/13 – 12/11/13	1,187.25	1,116.25	1.75	3	23	24 hrs. PL
12/12/13 – 1/8/14	1,197.25	1,104.25	-----	9.5	9	8 hrs. PL
1/9/14 – 2/5/14	1,230.75	1,214.75	.5	-----	-----	17 hrs. PL
2/6/14 – 3/5/14	1,223	1,162.50	12.25	1	42.5	10 hr PL
3/6/14 – 4/2/14	1,238.25	1,158.25	27.5	10	-----	-----
4/3/14 – 4/30/14						
5/1/14 – 5/28/14						
5/29/14 – 6/25/14						
6/26/14 – 7/23/14						
7/24/14 – 8/20/14						
8/21/14 – 9/17/14						
Totals for Fiscal Year	8,550.75	8,093.5	54	38.5 days	82.5	67.75 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
10/2/13 – 10/15/13	80	80	-----	-----	-----	-----
10/16/13 – 10/29/13	80	80	-----	-----	-----	-----
10/30/13 – 11/12/13	80	72	-----	-----	-----	8 hrs. Hol.
11/13/13 – 11/26/13	80	80	-----	-----	-----	-----
11/27/13 – 12/10/13	80	64	-----	-----	-----	16 hrs. Hol.
12/11/13 – 12/24/13	80	64	-----	-----	8	8 hrs. Hol.
12/25/13 – 1/7/14	80	48	-----	2	-----	16 hrs. Hol.
1/8/14 – 1/21/14	80	72	-----	-----	-----	8 hrs. Hol.
1/22/14 – 2/4/14	80	72	-----	-----	8	-----
2/5/14 – 2/18/14	80	72	-----	-----	-----	8 hrs. Hol.
2/19/14 – 3/4/14	80	76	-----	-----	-----	4 hrs. PL
3/5/14 – 3/18/14	80	64	-----	2	-----	-----
3/19/14 – 4/1/14	80	80	-----	-----	-----	-----
Totals for Fiscal Year	1,040	924	-----	4 days	16	68 hrs.

Part-Time Officer Hours

Work Period	Total Hrs.	Total Hrs. Worked	OT Hours
10/2/13 – 10/15/13	91	91	-----
10/16/13 – 10/29/13	84	84	-----
10/30/13 – 11/12/13	119.75	119.75	-----
11/13/13 – 11/26/13	91	91	-----
11/27/13 – 12/10/13	99.75	99.75	-----
12/11/13 – 12/24/13	51.5	51.5	-----
12/25/13 – 1/7/14	100.25	100.25	-----
1/8/14 – 1/21/14	86	86	-----
1/22/14 – 2/4/14	103.25	103.25	-----
2/5/14 – 2/18/14	80.5	80.5	-----
2/19/14 – 3/4/14	74.75	74.75	-----
3/5/14 – 3/18/14	104.75	104.75	-----
3/19/14 – 4/1/14	52.5	52.5	-----
Total for Fiscal Year	1,139	1,139	-----

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
9/19/12 – 10/16/12	96	92.5
10/17/13 – 11/13/13	48	46
11/14/13 – 12/11/13	48	31.5
12/12/13 – 1/8/14	48	56.5
1/9/14 – 2/5/14	48	54.5
2/6/14 – 3/5/14	48	41
3/6/14 – 4/2/14	48	35
4/3/14 – 4/30/14		
5/1/14 – 5/28/14		
5/29/14 – 6/25/14		
6/26/14 – 7/23/14		
7/24/14 – 8/20/14		
8/21/14 – 9/17/14		
Totals for Fiscal Year	336	322

Detailed Update on New Police Facility As of 4/11/14

- ❖ Phone lines and internet are active
- ❖ There is an issue with the camera system and phone system in regard to IP addresses.
- ❖ Solution should be resolved by April 16
- ❖ There was a “missed” item in the design which involved running conduit and installing a pedestal from the electric gate opener to a location outside the gate. This was not on the General Contractors agreement nor was it on the Access Control agreement. This would be how you enter the facility using a keypad. For now the gate only works when exiting. Ronnie Brown has quoted a price of \$800 for the project and we have asked him to proceed. We can operate out of the facility without it we would just need to use the front gate as the entrance.
- ❖ We have moved over a majority of non-essential supplies and files.
- ❖ If all goes well with the internet / phone system / camera we might be able to move over our computers on Friday April 18.
- ❖ Until we know for sure on the internet / phone system / camera we cannot give a for sure move in date or look at options for Ribbon Cuttings and open houses.