

Lytle Police Monthly Report

Month of January 2015



Submitted by Chief Richey Priest on February 9, 2015 at the Regular City Council Meeting



Wednesday February 3, 2015 -

TCOLE (Texas Commission on Law Enforcement) Special Agent Derry Minor Conducted a full audit of all our sworn officer's employment and certification related files. This was our first full audit since I have been chief. No deficiencies were observed which means that all the officer files contained the required up to date documents. Please see the attachment at the end of report.

Calls for Service – 196

Motor Vehicle Collisions 15		Alarm Calls 6		Police Patrol Activity 626	
Private Property	7	Business / Commercial	3	Building Checks (check of closed business, business check card left)	439
Public Roadway	8	Residential	3	Business Checks (checks of open business, contact made with employees)	187

Class C Citation Data

118 Class C Citations Issued

Stop Sign / Red Light	15	No Insurance	17	Viol. City Ordinance	4
Driver's License Related	23	Speeding	14	Disregard No Passing Zone	1
M.V.R. / M.V.I.	42	Alcohol / Drug Related	2	Other	0

Racial Composition: African 1.26% / Caucasian 34.18% / Hispanic 64.56%

Adult Arrest

Assault Bodily Injury – Family Violence (Class A)	1
City Ordinance Violation – Solicit without a Permit (Class C)	4
Driving While Intoxicated 3rd (Felony)	1
Minor in Consumption of Alcohol (Class C)	1
Possession of Drug Paraphernalia (Class C)	1
Possession of Marijuana < 2 oz. (Class B)	2
Theft \$50 - \$500 (Class B)	1
Warrant Arrest – Violation of Protective Order (Navarro Co.)	1

Juvenile Arrest – None

Robbery / Aggravated Robbery – None

Criminal Mischief & Graffiti

01/01	Criminal Mischief	Broken Mirrors (Vehicle)
01/11	Damage to Property	Broken Driver Side Mirror (Vehicle)
01/11	Damage to Property	Cracked Windshield (BB Gun Possibly)
01/17	Criminal Mischief	Vehicle sprayed with Fire Extinguisher
01/18	Criminal Mischief	Vehicle Egged
01/20	Criminal Mischief	Vehicle Egged
01/20	Criminal Mischief	Vehicle Egged & A Plate Tossed w/Food
01/20	Criminal Mischief	Vehicle Egged
01/20	Criminal Mischief	Vehicle Egged

Financial / Fraud / Identity Theft Related

01/01	Counterfeit Money	\$10 Bill
01/07	Forgery	Several Forged Checks
01/09	Forgery	Two Fake Checks Passed
01/14	Fraud	Debit / Credit Card Abuse

Thefts & Lost Property

01/03	HEB Plus	Lost	Wallet	-----
01/04	LHS Ag. Bldg.	Theft	Pig Feed	\$34.50
01/05	US Post Officer	Lost/Stolen	Wallet (Recovered)	-----
01/06	Lytle Elementary School	Theft	Laptop	\$600
01/06	HEB Plus	Theft	iPhone 5S & Cover	\$650
01/08	HEB Plus	Theft	2 Bags of Feed	\$12
01/11	N. Prairie Street	Theft	Gas Grill	\$500
01/17	McDonald's	Lost/Stolen	Front License Plate	-----
01/17	New Beall's Const. Site	Theft	Tool Belt with Tools	\$200
01/22	Lytle High School	Theft	iPad (Recovered)	\$400
01/28	Adams Street	Missing	iPad (Recovered)	\$400
01/31	HEB Plus	Theft	6 DVD Movies, 3 Pack of Air Fresheners (Arrest)	\$130

Burglaries

01/08	HEB Plus	Burg. of Veh.	Currency & Old HTC Phone	\$52
01/17	H&S Crème Pop	Burg. of Bldg.	Merchandise and Food Products	\$800

Lytle Police Department Civilian Auxiliary

Patrol Miles	158	Patrol Hrs.	19
Patrols	4	Man Hrs.	32
Court Dates	0	Man Hrs.	0
Special Events	1 (Follow Up)	Man Hrs.	3
Other:	0	Man Hrs.	0
Total Volunteer Hours 35			

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 (FY 13/14) and the 8th full time officer position (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.

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: Construction on the small shed is still ongoing to move repeater from City Hall. Shed is about 75% complete.

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. Lt. Dear and I were able to obtain additional training in the Recognition Program and spend time with Chiefs from recognized departments both large and small.

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

Training Information

- **January 13, 2015** – Lt. Dear, Sgt. Montgomery, Cpl. Gamez & Ofc. Guzman had Firearm Qualifications.
- **January 13 - 15, 2015** – Ofc. Petrash attended a Hostage Negotiator Seminar in San Marcos.
- **January 17, 2015** – Sr. Ofc. Robison, Ofc. Torres & Ofc. B. Lopez had Firearm Qualifications.
- **January 19, 2015** – Ofc. Petrash, Ofc. D. Lopez & Ofc. B. Lopez had Firearm Qualifications.
- **January 27 & 28** – Street Survival Seminar in S.A. – Capt. Reyes, Ofc. D. Lopez, Cpl. Gamez, Lt. Dear.
- **Throughout January** – Several Officers completed online training, Police One - 38 hrs. and Classen-Buck - 64 hrs.

Crime Prevention / Community Relations / Special Events

- **January 20, 2015** – Chief Priest, Capt. Reyes & Cpl. Gamez conducted a Gun Safety and Stranger Danger presentation, a tour of the facility and vehicle to 25 Homeschooled Children.
- **January 20, 2015** – Lt. Dear conducted a Fire Safety presentation to 25 Homeschooled Children at the Lytle Vol. Fire Department.

Fire Marshal Division

- Fire Flow Test – Camino Real Crisis Center
- Plans Review – Grace Bible Church
- Site Visit – Grace Bible Church
- Site Visit – Hack Building / Main St.
- Conference Call – Beall's
- Plans Review – Beall's (Fire Alarm)
- Issued Construction / Fire Alarm Permit – Beall's
- Inspection for Fire Rated Walls – Hack Building / Main St.
- Issued Control Burn Permit – Highway 132

Lytle Police – Criminal Investigations / Case Management Monthly Activity Report

Month of January 2015

Cases Filed with Atascosa County Attorney's Office (Class A & B Misdemeanors)		7
Cases Filed with Medina County Attorney's Office (Class A & B Misdemeanors)		1
Cases Filed with Atascosa County District Attorney's Office 81 st 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 Medina County District Attorney's Office 38 th 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
Cases pending lab reports as of 2/5/15		
Cases Filed with Juvenile Probation	0	Atascosa
		Medina
Other:		

Human Resource Allocations - Sworn Officers (Full-Time) Current Fiscal Year

Work Period	Total Hrs.	Total Hrs. Worked	OT Hrs.	Vac. Days	Sick Hours	Other
9/18/14 – 10/15/14	1,208.75	1,163.25	5	1	23	14.5 PL
10/16/14 – 11/12/14	1,295.25	1,168.5	1.5	2	89.75	21 PL
11/13/14 – 12/10/14	1,382.5	1,277.5	-----	7	6	35 PL, 8 HOL.
12/11/14 – 1/7/15	1,369.25	1,307.25	-----	3	14	16 PL, 8 HOL.
1/8/15 – 2/4/15	1,358.75	1,261.78	-----	2	56	17 PL, 8 HOL.
2/5/15 – 3/4/15						
3/5/15 – 4/1/15						
4/2/15 – 4/29/15						
4/30/15 – 5/27/15						
5/28/15 – 6/24/15						
6/25/15 – 7/22/15						
7/23/15 – 8/19/15						
8/20/15 – 9/16/15						
Totals for Fiscal Year	6,614.5	6,178.28	6.5	15 days	188.75	127.5 hrs.

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
9/18/14 – 10/15/14	48	52.5
10/16/14 – 11/12/14	48	44.5
11/13/14 – 12/10/14	80	69.25
12/11/14 – 1/7/15	80	115.25
1/8/15 – 2/4/15	80	70.5
2/5/15 – 3/4/15		
3/5/15 – 4/1/15		
4/2/15 – 4/29/15		
4/30/15 – 5/27/15		
5/28/15 – 6/24/15		
6/25/15 – 7/22/15		
7/23/15 – 8/19/15		
8/20/15 – 9/16/15		
Totals for Fiscal Year	336	352

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
10/1/14 – 10/14/14	80	77	-----	-----	3	-----
10/15/14 – 10/28/14	80	79.5	-----	-----	-----	0.5 PL
10/29/14 – 11/11/14	80	77.5	-----	-----	-----	2.5 PL
11/12/14 – 11/25/14	80	68	-----	-----	12	-----
11/26/14 – 12/9/14	80	58.25	-----	-----	5.75	16 HOL.
12/10/14 – 12/23/14	80	78.5	-----	-----	1.5	-----
12/24/14 – 1/6/15	80	16	-----	2	-----	40 HOL. / 8 PL
1/7/15 – 1/20/15	80	69	-----	-----	3	8 HOL.
1/21/15 – 2/3/15	80	79	-----	-----	1	-----
Totals for Fiscal Year	720	602.75	-----	2 days	26.25	75 hrs.

Part-Time Officer Hours (Currently no part-time paid officers are authorized)

Work Period	Total Hrs.	Total Hrs. Worked	OT Hours
10/1/14 – 10/14/14	91	91	-----
10/15/14 – 10/28/14	124	124	-----
10/29/14 – 11/11/14	12	12	-----
Total for Fiscal Year	227	227	-----



TEXAS COMMISSION ON LAW ENFORCEMENT AGENCY AUDIT REPORT

6330 East Highway 290, STE 200
Austin, Texas 78723
(512)936-7700

Kim Vickers
Executive Director

<u>Audit Number</u>	<u>Audit Date</u>	<u>Auditing Agent</u>	<u>Audit Type</u>	<u>Audit Findings</u>	<u>Audit Status</u>
4863	February, 04 2015	MINOR, DERRY K	Full	No Deficiencies Noted	Approved-Closed

Agency Number: 013205

LYTLE POLICE DEPT.
15245 Hester Street
LYTLE, TX 780520743

To the Attention of: RICHARD L. PRIEST
lytlepd@sbcglobal.net

Racial Profile Rpt:

Complete Filed: 02/06/2014

Admin on Audit

RICHARD L. PRIEST

Date:

Auditor's Comments

I met with Chief Priest for the purpose of auditing the credentialing files. Chief Priest was appointed Chief of Police in 1999. Chief Priest confirmed 13 appointments listed on the condensed department summary. The agency was previously audited on 6/28/2011 with no deficiencies. I conducted a full audit of 13 files. There were no deficiencies. Chief Priest has utilized the agency self audit checklist for the files. Chief Priest is also using best practices for organization and storing of the credentialing files. Chief Priest is aware of the racial profiling deadline and has filed the previous five years racial profiling reports as required. A TCOLE information packet was emailed to Chief Priest. The preliminary audit report indicating no deficiencies was signed electronically by Chief Priest and emailed to him. A copy of the official audit report will be emailed upon approval.
