



City of Lytle – Police Department

5 Year Plan (Oct. 2015 – Sept. 2020)



Submitted to the Lytle City Council on Monday May 18, 2015
By Richard "Richey" Priest, Chief of Police / Fire Marshal

About Lytle, from the view of the Police Department

The city has a population of approx. 2,800 people, which can be deceiving. We serve a larger population as we are a shopping and dining hub for a much larger area. We have IH-35 that runs right through the city, with the international border to Mexico only 132 miles south of town. Our city limits, which is a little over 4 square miles occupies parts of three different counties (Atascosa, Bexar and Medina) and contains parts of three different school districts (Lytle ISD, Southwest ISD and Natalia ISD), with all of the Lytle ISD facilities in the city. Being only about a 20 minute drive from San Antonio we are also impacted by a little overflow of criminals from one of the nation's largest cities. All of this makes for a challenging environment. We see the city government as stable, supportive and progressive. It is a community where the residents and businesses are great to work with too.

Our Goal and Our Mission

Our goal is simple, we want to be a high quality professional municipal law enforcement agency that is recognized as progressive in all our operations and responsive to the needs of our customers. We want to create a great environment for not only our citizens and visitors but our staff as well.

General Information

This is our second five year plan that has been prepared by the Lytle Police Department. While working through our first five year plan (Oct. 2010 – Sept. 2015) we were able to accomplish many goals and we were also forced to realize that we didn't accomplish everything we had hoped to.

The first section of the plan includes current information on the police department such as staffing and vehicles. This provides a snapshot of the department in terms of size and operation.



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What We Learned From Our First 5 Year Plan

We realized we had too many small goals and it made it harder for us to focus on the bigger ones. In this second plan we will attempt to simplify our plan and keep out the smaller projects. We also learned that a lot can change in five years, not only technology but the needs of the community too.

Accomplishments in the Past Five Years

Our first five year plan truly made a positive impact in our operations, looking back here are a few of the key goals met by the plan:

- City approved and had a new 3,500 square foot Police Station constructed
- Added one full-time police officer position and created a full-time administrative assistant position
- Upgraded Mobil Data Terminals in police vehicles which included electronic ticket writers as well (both hardware and software)
- Reorganized the rank structure to create a Captain and Lieutenant position
- Purchased and placed a digital repeater system into operation to enhance communications with portable radios.
- Added two new police SUVs equipped with completely new equipment to the fleet.
- Implemented a quarterly newsletter to keep the public informed on police operations

We Didn't Get It All Done

When our first 5 year plan was implemented it seems like 5 years would be forever. The truth is it went by quickly and we didn't meet all our goals and other parts of the plan were left undone because our needs changed. A key point that we didn't complete and still need to work on is the adoption of a new police manual. There are other goals too but realistically, looking back now, it would have been difficult to accomplish all of them.



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The Lytle Police Department Staff as of May 18, 2015

- Current authorized sworn strength is eight (8) full-time officers and six (6) non-paid reserve officers.
- Current actual sworn strength is seven (7) full-time officers and five (5) non-paid reserve officers. One (1) of the reserves is working as **temporary** part-time paid position due to a vacant full-time position.
- Current civilian staff includes one full-time civilian administrative assistant
- Volunteer civilian staff includes approx. five (5) members of the Lytle PD Civilian Auxiliary.
- During this 5 year plan both Chief Priest and Captain Reyes will reach retirement eligibility

Current Sworn Staff Time in service with the Lytle PD as of May 18, 2015

(Includes both full-time and reserve time, if applicable)

Name	Current Position	Level of Peace Officer License	College Degree	Years of LPD Svc.	Months of LPD Svc.
Richard L. Priest Chief of Police / Fire Marshal	Full-Time	Master P.O.	-----	18	2
Frank J. Reyes Captain	Full-Time	Advanced P.O.	-----	16	10
Danny E. Robison Corporal	Reserve	Advanced P.O.	-----	15	1
Mark Montgomery Sergeant	Reserve	Master P.O.	Associate's	14	1
Matthew S. Dear Lieutenant / Asst. Fire Marshal	Full-Time	Advanced P.O.	-----	12	7
Joseph N. Torres Police Officer	Reserve	Advanced P.O.	-----	11	1
Gordon H. Hanson Sergeant	Full-Time	Master P.O.	Bachelor's	11	0
Uvaldo Ramirez Police Officer	Reserve	Master P.O.	Master's	10	9
Benny Lopez Police Officer	Reserve (Temporary Part-Time)	Basic P.O.	-----	5	4
J.W. Petrash Police Officer	Full-Time	Master P.O.	Bachelor's	5	3
Jose Guzman Police Officer	Full-Time	Intermediate P.O.	-----	4	3
David D. Lopez Police Officer	Full-Time (Prior City Service as PW Employee)	Basic P.O.	-----	2	3

Current Civilian Employee

Paola Rios	Full-Time	Administrative Assistant (Prior City Service as Court Clerk)	3	3
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Vehicles

Current vehicles, their description, use and mileage as of 05/17/2015

Unit # 1	2003 Crown Victoria Police Int.	Citizens Patrol Car	126,942
Unit # 2	2011 Ford Expedition	Marked Patrol Vehicle	29,289
Unit # 3	2009 Chevy Impala	Marked Patrol Vehicle	125,288
Unit # 4	2008 Dodge 4 Door P/U	Marked Patrol Vehicle	136,507
Unit # 5	2008 Dodge 4 Door P/U	Marked Patrol Vehicle	74,926
Unit # 6	2014 Ford Interceptor SUV	Marked Patrol Vehicle	17,270
Unit # 7	2014 Ford Interceptor SUV	Marked Patrol Vehicle	19,981

Facilities

The Lytle Police Department moved into a newly constructed Police Station in April of 2014, the facility is 3,500 square feet and currently provides more than enough space for any anticipated growth during this 5 year period.





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Our Plan, including Goals, Projects and Ideas

Our plan is a framework for our operations, it is very hard to know exactly what our needs will be for the next five years. Industry standards, best practices and technology can change rapidly. Our city can also change rapidly which would require a “significant transition in plans”. Body worn video for example wasn’t an issue five years ago and now it is a very hot topic. A large subdivision or the addition of substantial commercial growth could easily lead to the need to add staff and purchase additional vehicles and equipment. We constantly must review salary, benefits, and technology to name just a few. This by no means is all we hope to do and accomplish in the next five years, but it does help us keep focused.

Through the end of our Current Plan (Sept. 30, 2015)

- Continue work on policy manual
- Submit proposal to City Council for salary / benefit / incentive pay adjustment of all peace officers to reach a more competitive level and help with retention of staff
- Continue work in the evidence / property room to dispose of evidence and property that should no longer be retained
- Continue talks with Lytle ISD in reference to a police presence on campus



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Year One (October 1, 2015 – September 30, 2016)

- Budget approx. \$30,000 to replace 5 TASERs, 2 Vehicle Radios and 2 in-car video systems (Equipment Upgrade Phase #1)
- Fill vacant full-time police officer position
- Prepare for possible implementation of a police K9 program on year two, conduct funding and expense research and operational guidelines
- Complete policy manual
- Complete evidence / property room project
- Have up to two staff members certified as Arson Investigators



Year Two (October 1, 2016 – September 30, 2017)

- Purchase 1-2 fully equipped police vehicles, approx. \$110,000 for two new units.
- Implement police K9 program
- Add a full-time police officer position (Position #9) to allow for a staff member to be assigned as a full-time criminal investigator (Could be moved to year three if needed, would depend on overall situation and needs)
- Have those certified as Arson Investigator(s) obtain Fire Inspector Certification thereby allowing for full-duty as Deputy Fire Marshals
- Enter and hopefully achieve recognition through the Texas Police Chief's Foundation Recognition Program.



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Year Three (October 1, 2017 – September 30, 2018)

- Complete addition of Position #9 if implementation was delayed from the prior year
- Complete police vehicle acquisition from prior year if not already complete
- Budget for continued upgrade of equipment such as TASERS, in-car video, in-car tablets, radar, vehicle radios, body worn video etc. (Equipment Upgrade Phase #2).

Year Four (October 1, 2018 – September 30, 2019)

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Year Five (October 1, 2019 – September 30, 2020)

- Evaluate staffing and status of police vehicles
- Attempt to complete smaller projects that were acted on during this plan

Smaller Projects That We Hope to Complete While We Journey Through this Five Year Plan

- Acquire a computer server for the police department, which would allow us to keep all our data in central and protected location
- Upgrade our copier / printer to a more modern full functioned version
- Increase first aid training of police officers
- Use annual funds for misc. equipment to continually upgrade smaller items as funding allows
- Continue with community outreach and crime prevention programs