



CITY OF
PORT LAVACA
POLICE DEPARTMENT

Jody,

Please see the list of items our front desk clerk, Lilly Ortiz, is actively involved in on a day-to-day basis.

Direct responsibilities:

Answering/directing incoming phone calls (non-emergency) to PLPD

Assists public walk-ins to PLPD Lobby

Utilizes the CAD system to provide information to officers/detectives

Runs criminal history checks for agency case work - preparation/submission/investigations

Cross training and providing assistance with the following:

Assists with evidence management (receipt/disposition/disposal)

Assists with processing of payments/invoices

Assists in the preparation of PLPD case submission to CCDA's Office

Assists with Sex Offender Registry

Assists in the response to FOIA Requests

Assists the public with obtaining records (case packets/crash reports/other reports as needed)

Assists in any other ancillary tasks that are needed on a day-to-day basis

If this position was to be downsized these job assignments would have to be redistributed.

Answering phones and PD walk-ins: These tasks would go back to a hit or miss scenario with citizen complaints. Without Lilly we would not have a person designated for the front office to immediately assist with these matters during regular business hours. The speed and brevity of these types of calls would certainly suffer.

CAD/Criminal Histories for officer assistance: officers and detective would have to rely on the Records Manager, who herself is overwhelmed with job functions, as was noted in the recent staffing report. The CAD and CCH systems are only accessible by people authorized through the dispatch center. If the Records manager is out of the officer, or otherwise indisposed, these requests would be hours or days longer to receive, causing slowed investigations and prosecutions.

Evidence management: When the Property Manager is out of the office there is a requirement to have a secondary person per TPCA recognition. With the Property manager also acting as the TPCA recognition manager there is a need to have a shifted priority over the property room and Lilly is filling that need.

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Payments: though not a daily task this would again draw someone away from other duties that they are performing. Lilly has experience in the process of taking these payments and is quite adapted to it.

PLPD case submissions: The PLPD is significantly behind on processing and sending cases to the DA's Office. This has been a major issue and one that the DA and I discussed the first week I was in Port Lavaca. Case submission, particularly video processing, is a very time-consuming matter and was, at one time, the only assigned task for a Lt. This took away from supervision of CID and took a leader out of the administration. This task, once again, would have to be transferred back to the Records Manager and would dominate 85-90% of her time.

Sex offenders/ FOIA requests/ public records: the front desk clerk assists with these matters when the Records Manager is not here. These matters are time-sensitive and if the RM is out for a medical issue, as she is now, there needs to be a secondary person assigned and trained to perform these tasks. If the front desk clerk was not here, there would need to be sworn officers performing the backup for these tasks and this would remove them from their main duties.

Respectfully,

Tobie Bias

Chief of Police

Port Lavaca Police Department

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