



Edgewood Police Department
P.O. Box 3610
Edgewood, NM 87015
ph. 505.281.5717
fax.505.281.3869

Roger P. Jimenez
Chief of Police

Date: Thursday, April 13, 2023

To: Brad Hill, CPO – Planning and Zoning Director

From: Roger P. Jimenez, Chief of Police  4/13/2023

Ref: Sole Source Provide – Vendor SWTC

This correspondence is to document the reason for a sole source vendor with Southwest Training Consultants, (SWTC,) and to utilize their company for our promotional testing and assessment.

I have also attached other quotes from similar companies and vendors, but unfortunately, they cannot offer the same services SWTC can offer. Our request is to have the vendor come in and conduct everything from the written test, the interview panel and any other assessment or phases without any input from the Town of Edgewood Police Department. The reason for this is to keep any conflicts of interest or perception of favoritism with the selection process and testing.

Because our agency is so small, this will be vital to ensure the process is fair and impartial. Please let me know if you have any questions regarding this memo or request. I would also like to thank you in advance for your time and assistance in this matter.

Respectfully,



Roger P. Jimenez
rjimenez@edgewood-nm.gov
(505) 331-0683 Work Mobile



Southwest Training Consultants, LLC
 13 Calle Alfredo
 Algodones, NM 87001
 (505) 980-2075
 www.swtcnm.com

Estimate

ADDRESS

City of
 23 E. Frontage Rd
 Edgewood, NM 87015

ESTIMATE # 1040

DATE 03/23/2023

ACTIVITY	QTY	RATE	AMOUNT
Develop and administer 2-to-3 phase Sergeant promotional process. 100 question written exam, oral panel, in-basket	1	5,000.00	5,000.00T
		SUBTOTAL	5,000.00
		TAX	312.50
		TOTAL	\$5,312.50

Accepted By

Accepted Date

Approved
 Department: PD
 Signature: [Signature]
 Date: 3/13/2023
 Administration: _____

TLS Re: Sergeant Assessment Quote

Louis Carlos <louis.carlos@comcast.net>

Tue 4/11/2023 7:27 AM

To: Roger Jimenez <rjimenez@edgewood-nm.gov>

 1 attachments (43 KB)

Promotional Assesment Proposal.pdf;

Good Morning Chief!

Here is the proposal regarding the promotional assessment for your department. The fee is simple - hourly rate of \$75.00 per hour maximum is 40 hours of work.

The work proposal consists of preparing the assessment for employees in three parts:

1. Written Multiple Choice Test - 25 point maximum
2. Written Essay - 25 point maximum
3. Interview Panel - minimum of 2 panelist, 3 preferred - 50 point maximum

The 25 multiple question test will reflect internal department policy and legal/criminal questions to measure the candidates knowledge.

The 5 essay questions will reflect the candidates department and/or criminal law enforcement knowledge and more importantly, the candidate's written presentation skills.

The panel interview will have a series of ten (10) questions for the candidate. The panelists will be briefed on how to grade the candidates response. The candidates measure will reflect on their appearance, knowledge, presentation and speaking abilities. I suggest the assistance of sister agencies which are part of the Town - Santa Fe County Sheriff, Sandoval County Sheriff, Bernalillo County Sheriff, NM State Police. Consider a formal request for those agencies to allow a sergeant from their respective agency to participate as a panelist. Once the panelist grade the candidates, the paperwork will be collected, scores totaled and a final grade will be averaged to produce a final score. In the event of a tie score between candidates, those candidates will have a final "Chief Interview". Your office will have employee information to endorse the final selection of the candidate to be promoted. Data such as :

- Department seniority
- Law enforcement experience and/or tenure in the profession
- Training history
- Disciplinary history
- Overall character/attitude in the profession

Your office will then take those measures into consideration and make a section.

To accomplish your need, I would need your department's current policy and procedure and personnel rules and regulations from the governing body.

Thank you for this opportunity to serve in the profession!

Proposal

Date 4/11/2023

Statement # 23-02EPD

What I do not all can do!

Louis A Carlos P.I. License 3277 30 Calle Prado Santa Fe, NM 87507 Phone 505-795-3404 louis.carlos@comcast.net	BILL TO	Chief Roger Jimenez Edgewood Police Department 23 East Frontage Rd. Edgewood, NM 87015	COMMENTS	Promotional Assessment
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Date	Description	Hours	Amount
04/11/2023	Promotional Assessment	1	75.00
Current		Total Hours	Amount Due
		TBD	

Make all checks payable to Louis A Carlos

Thank you!

Best!

Louis A Carlos
Private Investigator
Firearms Instructor
TAC25ccw.com
505-795-3404



On 04/06/2023 9:26 AM Roger Jimenez <rjimenez@edgewood-nm.gov> wrote:

Good morning Mr. Carlos!

I am wondering if your company is able to conduct sergeant testing and assessments for a promotional process? If so, can you please provide me a quote for it? I will need a written test, interview panel and the panel to be from outside of our agency. I can provide our policies to you all to make the test.

I look forward to hearing from you soon. Thanks in advance!

Respectfully,
Roger P. Jimenez
Chief of Police
Edgewood Police Department
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(505) 281-5717 Work Office
rjimenez@edgewood-nm.gov

TLS Re: Sergeant Assessment Quote

shawn casaus <synergy.inv.nm@gmail.com>

Thu 4/6/2023 1:14 PM

To: Roger Jimenez <rjimenez@edgewood-nm.gov>

Good afternoon chief,

We are not currently set up for a promotional process due to the insurance umbrella, we do not have that included in our operation, however, we can assist with anything else you may have. From my understanding, the promotional process itself would entail insurance coverage for liability aspects of conducting a promotional process itself. Jeff has ran a promotional process during his tenure in the state police as command staff, so we could assist as an outside source if needed. I will be back in Albuquerque on Monday if you would like to speak over the phone regarding anything we could provide services with. Thank you for reaching out.

Best regards,

Shawn Casaus

On Thu, Apr 6, 2023 at 8:25 AM Roger Jimenez <rjimenez@edgewood-nm.gov> wrote:

Good morning Mr. Casaus!

I am wondering if your company is able to conduct sergeant testing and assessments for a promotional process? If so, can you please provide me a quote for it? I will need a written test, interview panel and the panel to be from outside of our agency. I can provide our policies to you all to make the test.

I look forward to hearing from you soon. Thanks in advance!

Respectfully,
Roger P. Jimenez
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(505) 281-5717 Work Office
rjimenez@edgewood-nm.gov



Shawn Casaus

Veteran Owner/Operator | Synergy Investigations NM

E: Synergy.inv.nm@gmail.com