

Michael T. Ellestad

5414 Starker Avenue
Madison Wisconsin 53716
H (608) 222-0113, W (608) 628-1089
E-mail:
Michael.Ellestad@Wisconsin.gov

Motivated, college-educated, criminal justice professional with extensive corrections training and 30-years' experience of professional relations within the criminal justice system. Proficient in all disciplines of administrative and criminal investigations. Effective problem solving skills. Experienced department of corrections agency trainer. Talent for rapid mastering of technology. Proficient in handling sensitive and confidential issues and documents. Demonstrated history of producing accurate and timely documents meeting stringent Department of Correction's guidelines. Flexible versatile and able to maintain professionalism under pressure. Poised and competent with the ability to transcend cultural difference. Thrive in deadline driven environments. Possess excellent team-building skills. Experience in maintaining positive public relations with local agencies, offenders, victims, and the general public. Accomplished Department of Corrections policy drafter. Proven ability to adapt and react to stressful situations. Graduate of the Department of Corrections Leadership Training Series. First and foremost reliable and flexible.

EXPERIENCE:

PROBATION AND PAROLE AGENT Senior Unit 113, 2014–present State of Wisconsin, Department of Corrections, Division of Community Corrections, Madison, 2005–2014 DOC–DCC Unit 102 Madison. 2003–2005 DOC DCC Unit 326 Milwaukee.

- Protected the community by facilitating the safe and successful release of offenders from prison system to the community.
- Completed criminal investigations, interviewed victims, witnesses, and offenders.
- Prepared written reports and correspondence for the courts in addition to testifying in court.
- Skilled on Motivational interviewing
- Skilled in the operation of several work related computer software programs and DOC related electronic programs including Microsoft Outlook, excel, word, all word processing, WICS and Compas etc...
- May 2003, I obtained my Bachelor's degree in Criminal Justice.
- Between 1999 and 2003, while attending college and working for the DOC I benefited from completing several elective college classes that focused on; Effective Communications, Andragogy, Professional Presentations, etc... all classes along with Core classes in Criminal Justice, American corrections, provided a sound foundation for my desire to enter the field of instructing / teaching corrections employees
- From 1996 to 2013, I was afforded the opportunity to attend several Department of Corrections sponsored training classes, conferences, and special training events. Some Department of Corrections training I have participated in is; Train the Trainers, ACT 28 Training, Agent Basic Training, Home-Search Training, ACT Instructor Training, Security for non-Security Staff training, and Motivational Interviewing. To-date I have completed over 300 hours of professional development training during my Department of Corrections career.
- 2007, I was fortunate to have the support of the Department of Corrections Management who encouraged and permitted me to enroll in the Department of Corrections, Leadership Development Series. The classes and training associated with that program taught me detailed and appropriate Department of Corrections Policy and Procedures relating to material presentation methods, the six principles of Andragogy (adult learning theory,) decision making expectations and techniques. I graduated from that program in the spring of 2008.
- Between 2006 and 2010 I, as an agency instructor participated in over four Department of Corrections training conferences to maintain my instructor certification as a Department Arrest, Custody, and Transportation Instructor.
- In 2007, as a member to the DCC Region One Domestic Violence Committee I assisted other committee members in developing a region-wide Domestic Violence Training Seminar for all Department of Corrections Division of Community Corrections staff. This training was attended by Division of Community Corrections staff and office personal within Region One. That training

was developed using researched, management approved, instructor developed training objective, and a well-developed lesson plan, and conducted the training in accordance with Department of Corrections policy, procedures and adult learning theory principles.

- From 2006 to 2010, I was the Lead Arrest Custody & Transport (ACT) Instructor for the Department of Corrections, Division of Community Corrections, Region One. I along with an ACT Coordinator would go from Division of Community Corrections Unit to Division of Community Corrections Unit providing ACT up-date training per Division of Community Corrections Policy and Procedure. In addition, to teaching ACT up-dates, I assisted the Division of Community Corrections ACT Coordinators' and the Madison Training Center staff, in teaching/instructing Arrest Custody & Transport to new Division of Community Corrections Agents during Agent Basic Training
- Since 2006, while conducting my duties as a probation and parole agent I have personally and with the assistance of other agents developed or assisted in the development and implementation of offender related classes. I/we have drafted offender course work at the direction of my supervisor and with the guidance of Department of Corrections policy and procedure, and formulated an appropriate lesson plan(s) / course curriculum. Two examples are I have assisted other agents/instructors in teaching a Budget class for Offender at the Division of Community Corrections field office, 2565 East Johnson Street Madison. The budget class was to assist offender in daily budgeting of their household finances and to plan for unexpected financial obligations. Offenders with issues or difficulties in paying court ordered financial obligations and or restitution payments were mandated to attend and complete the classes which lasted 6 weeks. I also developed an anger management class and am currently in the process of finalizing that classes detailed lesson plan.
- Most recently and at the request of Department of Corrections Training staff, I as a subject matter expert developed a lesson plan for Agent Basic Training to address recently enacted Wisconsin legislation relating to law enforcements authority to conduct warrantless home and vehicle searches on offenders under the control of the Department of Corrections, 2013 Wisconsin Act 79. The lesson plan was use with the last ABT class and will be used in all future ABT classes.
- Domestic Violence Committee representative 2005-2006.
- DCC Region One Lead ACT Instructor.
- DOC Agency Trainer since 2004.
- Drafted and implemented DCC Unit safety policy and procedure, training Unit Staff on the new and any revised DOC policy or procedure.

ADMINISTRATIVE ASSISTANT 2000-2003 State of Wisconsin, Department of Corrections, Division of Juvenile Corrections, Madison & Juvenile Corrections Boot-camp Voke Field.

- Responsible for all administrative support to the Division Administrator and Division of Juvenile Corrections, Central Office staff.
- Conducted interviews and assisted in the hiring and training of staff.
- Prepared written reports and professional correspondence for the Administrator and administrative staff.
- Assisted in the day-to-day operation and eventually closure of the, Department of Corrections, Division of Juvenile Corrections, Youth Leadership Training Facility, Voke Field Wisconsin.
- Monitored Juvenile Interstate Compact participants.

INSTITUTION COMPLAINT INVESTIGATOR 1999-2000 State of Wisconsin, Department of Corrections, Division of Adult Institutions, Supermax Correctional Institution, Boscobel, Wisconsin.

- Conducted administrative and criminal investigations.
- Conducted interviews and assisted in hiring institution staff.
- Prepared written reports and professional correspondence for institution leadership.
- Drafted and implemented institution policy and procedure.
- Maintained an electronic and hard copy data-base of all institution investigations and inmate complaints.
- Supervised Complaint Investigator staff. Disruptive Groups Liaison.
- Developed Institution Internal Management Procedures (IMP's), and Security Internal Management Procedures (SIMP's) all as a result of addressing Institution Inmate Complaints. Part of developing new institution policies or revising old policies I had to develop an appropriate

lesson plan, with relevant training objective, and train institution staff on the new or revised policy.

EDUCATION:	BA, Criminal Justice (2003) Concordia University - Mequon WI	300+ hours of Professional Development classes with the Department of Corrections 2007 DOC - Leadership Development Series Graduate.
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COMMUNITY INVOLVEMENT:	Waunakee Education / Law Enforcement Committee. (2010 – Current) Northwest Corridor Dane County Sheriff's Drug Intell. Committee. (2010 – Current) City of Madison Gang & Drug Task Force. DOC Representative - Northport Neighborhood Association City of Madison's Common Council Member, District 16 (1995-1997) Several City & County Committees member available upon request.
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REFERENCES	Available upon request.
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