

# FRANK MCELDERRY

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Mayor Shawn Reilly  
201 Delafield Street  
Waukesha, Wisconsin 53188-3633

## DEAR MAYOR AND COMMON COUNCIL MEMBERS,

Please accept this letter and enclosed resume as my application for the job of Waukesha District 12 Alderman. With my extensive leadership experience and commitment to the safety and success of Waukesha, I would bring much needed accountability and professionalism to this role.

As an experienced police officer and military veteran, I appreciate the importance of decision making in high pressure situations. I have been trained to react rationally in time sensitive scenarios and will utilize my sound judgement in the role of Alderman. The people of Waukesha need stability; I am prepared to offer that to them.

I will show the people of District 12 what true representation looks like. It is imperative that confidence in representative government is restored so that we may all unite for the betterment of our community. If given the opportunity to serve in this role, I will ensure that Waukesha, and its citizens, will always come first.

My dedication to bettering Waukesha surmounts any prospective title or role. This community is my home, and I intend to treat each and every citizen like a neighbor and friend – because they are.

Thank you for your thoughtful consideration,

Frank McElderry

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# FRANK R. MCELDERRY

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Waukesha, WI

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## CAREER LAW ENFORCEMENT PROFESSIONAL

Dedicated twenty-eight year Law Enforcement Officer with exemplary career including advancement into positions of progressive leadership, responsibility and current Undersheriff of Waukesha County. Bachelor's Degree in Criminal Justice at Mount Senario College, attended Harvard University's Executive Education program, and graduated from the Federal Bureau of Investigation National Academy #238. Additionally, twenty-one years of military service in the United States Armed Forces serving honorably in the U.S. Marine Corps, U.S. Army and U.S. Air Force (Retired).

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### AREAS OF PROFICIENCY

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<b>Organizational Leadership &amp; Management</b>	<b>Emergency Government Incident Command</b>
<b>Fiscal Administration</b>	<b>Communication &amp; Protocols</b>
<b>Boards and Committees</b>	<b>Contract Policing</b>
<b>Media &amp; Public Relations</b>	<b>Policy Analysis</b>
<b>Public Speaking</b>	<b>Guidance &amp; Mentoring</b>
<b>Wisconsin Law Enforcement Accreditation Group (WLEAG) Accreditation Manager</b>	

- **Federal Bureau of Investigation** - Graduate of FBI National Academy #238.
- **Police Administrator** – Appointed Undersheriff of the Waukesha County Sheriff's Department in 2018. Experience as Detective Bureau Commander and as a Police Administrator of a multi-jurisdictional Drug Unit governed by a board compiled of local Police Chiefs.
- **Grant Writing** - Grant writing experience budget preparations, and development of acquisition of funds for the annual Court Services Division.
- **Drug Awareness** - Conducted Heroin and Opioid Drug Awareness presentations throughout Waukesha County to include the "Stairway to Heroin" series in Oconomowoc since 2012.
- **Media – Public Service** - Developed Drug Prevention awareness commercials in the form of Public Service Announcements (PSA's) that were shown in four area Marcus Theaters in Waukesha County, covering a 12-week period. Over \$11,000.00 in grant funding was secured for these PSA's.
- **SWAT** - Retired Commander of multi-jurisdictional SWAT team with 19 years of tactical experience. Played an integral role in the development of the Memorandum of Understanding (MOU), Standard Operation Procedures (SOP's) and Operation Readiness of the unit.
- **Safety/Security/Risk Committees** - Serve on three Safety Committees designed to mitigate risk and maintain safety and security at the Waukesha County Courthouse, Health and Human Services and the Mental Health Center.
- **Commendations and Awards** – Meritorious Conduct Award, Sheriff's Commendation, Unit Award x4. Received the National Council on Alcoholism and Drug Dependence (NCADD) Bronze Key Award for outstanding service to Waukesha County 2015.
- **Critical Incident Leadership** - Organized and developed a Critical Incident Response Protocols and Communication Plan for the Waukesha County Courthouse Campus affecting over 1000 employees.

## PROFESSIONAL EXPERIENCE

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**WAUKESHA COUNTY SHERIFF'S DEPARTMENT**, Waukesha, WI **12/1992–present**

***Commander Detective Bureau Division - Captain (8/2018 – present) / Dive Team Commander (8/2018 – present)***

The Detective Bureau Commander is responsible for the oversight and case management of criminal and internal investigations. Additionally, oversees 22 detectives and two clerical staff. The Detective Bureau Commander, I establishes clear lines of communication with key stakeholders throughout the county, particularly working with the District Attorney's and Medical Examiner's Office. Effective communication with these stakeholders has been the key to keeping the operations running smoothly. Identify issues, concerns, or opportunities and reach logical and effective conclusions on a timely basis through securing the required data and exploring alternatives. Annual evaluations are complete and on time. Manage the Detective Bureau budget which supports detective training, equipment purchasing, Computer Forensics Lab (CFL) and Property Room. Consistently monitor e-mail, office phone, and cell phone for assignments to the Detective Bureau. The Detective Bureau Commander is available 24/7 to resolve any Detective Bureau related issues. Sets clear and understandable guidelines for the Detectives. The Detective Bureau Commander is responsible for full comprehensive audits, one semiannual audit, and two random audits. The evidence custodians are still required to verify with Detective Bureau supervision, any evidence going to the state crime lab. This redundant system is in place to ensure there are no errors in processing evidence to the crime lab.

***Commander Court Services Division - Captain (9/2015 – 8/2018) / Honor Guard Unit Commander (9/2015 – 8/2018)***

The Court Services Commander is responsible for the safety and security of the Waukesha County Courthouse, Administration Building, Juvenile Center, Health and Human Services, Waukesha County Mental Health Center, Waukesha Employee Health and Wellness Center, and Waukesha County Airport. Additionally, the Court Services Commander is responsible for 12 Circuit Court Judges, 4 Court Commissioners and the Civil Process in Waukesha County. The Commander directly supervises 19 Deputies and 14 Civilians, works in concert with Corporation Counsel, Risk Management, and Health and Human Services for legal and security matters.

***Police Administrator Metro Drug Unit – Captain (6/2012 – 9/2015) / Tactical Unit Commander (SWAT) (6/2012 – 1/2015)***

**Police Administrator** – Administrator of a Metropolitan Drug Enforcement Unit established trust, excellent relationships and strong rapport with seven Police Chiefs, representing the Sheriff and Sheriff's Department in the most positive light possible. Responsible for Detectives assigned from member agencies, 2 civilian clerks, Task Force Officers (TFO's) assigned to DEA, Heroin Task Force, and US Marshals Fugitive Task Force.

Responsible for long term strategic planning to include, budget preparation, drug enforcement deployment, interdepartmental cooperation, and regional cooperation agreements.

**Task Force/ Committee Supervisor** - Wisconsin High Intensity Drug Trafficking Area (HIDTA) Task Force Supervisor. Drug Free Communities (DFC) Heroin Task Force committee member. Drug Trend/ Heroin Awareness community speaker.

Strong proponent and source of encouragement and inspiration within agency for potential leaders interested in furthering their education for career development and performance purposes.

**Tactical Unit (SWAT) and Metro Unit Commander** - Effectively coordinated response of a multi-agency/organizational unit to crisis situations. Extensive experience understanding mission needs and priorities of different federal, state, local and military organizations. Able to provide a bridge of understanding in tactical situations and ensure that mission is achieved.

***Captain - Patrol Division/ Assistant Tactical Unit Commander (4/2005 - 6/2012)***

- **Commander** - Responsible for a 45 sworn members assigned to a patrol shift. Experienced in employee management and relations.
- **Contract Police Services Coordinator** - Responsible for oversight of 7 communities police service contracts. Duties include ensuring that all service level objectives and budget targets are met, supervising personnel and lieutenants assigned to contracts, and representing the Sheriff's Department at committee and board meetings by preparing reports and giving presentations.
- **Coordinator Department Field Training Program** - Responsible for the development of a comprehensive 20 week training program and the oversight of 25 Field Training Officers and all newly hired Deputy Sheriffs.
- **Key contributor** - Newly created employee retirement ceremony. Leveraging exemplary project management and communication skills to develop and implement a comprehensive professional retirement ceremony for department employees and their families.
- **Wisconsin Law Enforcement Accreditation Group (WILEAG)/ Accreditation Manager.**

***Lieutenant - Patrol Division/ Tactical Unit Team Leader/ K9 Unit Supervisor (12/2002 – 4/2005)***

- **Field Training Coordinator** - Responsible for supervising the training of approximately 30 deputies over four years as the Field Training Coordinator; redesigned program progress reports to provide for optimal levels of detail relating to key performance indicators.
- **Waukesha County K9 Unit** - Supervised and directed the Waukesha County K9 Unit. Responsible for budgeting, deployment logs and training criteria's for the K9 Unit.
- **DAAT Training Coordinator** – Coordinator for 175 sworn officer.

***Deputy Sheriff/ K9 Officer/ Tactical Enforcement Unit Member (12/1992 – 12/2002)***

- **Awards** - Recognized for superior conduct and was awarded the Meritorious Conduct Award, Sheriff's Commendation, Life Saving Award, and two Unit Awards.
- Assigned to perform the duties as a K9 Handler utilizing exemplary communication skills and demonstrated proficiency in relating to the public in a community policing environment.
- Selected as Tactical Unit Operator in being recognized for above average ability to make good decisions under stressful conditions, an ability to work cohesively in a team environment.
- Selected as DAAT and Firearms Instructor.

**TOWN of WAUKESHA FIRE DEPARTMENT, Waukesha, WI**

**6/2016–6/2018**

***Firefighter (6/2016 – 6/2018)***

Hired with the Town of Waukesha Fire Department and attended the Firefighter I Certification Course at WCTC. This course meets the NFPA 1001, Standard for Firefighter Professional Qualifications, training requirements for WTCS Firefighter I certification. Developed and practiced practical skills required to perform as a firefighter, while also receiving the didactic theory required to support those skills and related firefighting functions.

## — MILITARY SERVICE —

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**United States Marine Corps;** Infantry (Active Duty) 8/1986 – 8/1992

**United States Army National Guard;** Infantry 8/1992 – 8/1994

**Wisconsin Air National Guard;** Security Forces/ Air Crew Life Support/ First Sergeant 8/1994 – 8/1996 & 4/2002 – 5/2012 (Retired)

**Military Awards and Decorations;** Meritorious Service Medal, Air Force Commendation Medal, Air Force Achievement Medal - 1 Device, Army Achievement Medal, Combat Action Ribbon, Meritorious Unit Award, Air Force Outstanding Unit Award, Navy Unit Commendation - 1 Device, Navy Meritorious Unit Commendation, Iraq Campaign Medal, Marine Corps Expeditionary Medal, and Global War on Terrorism Service Medal.

*Military resume upon request.*

## — EDUCATION & SELECT TRAINING —

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**B.S. in Criminal Justice;** Mount Senario College, Milwaukee, WI - 1998

**Executive Management Program;** Harvard University, Boston, MA - 2013

**FBI National Academy #238,** Quantico, VA - 2009

**Criminal Justice Education;** University of Virginia, Quantico, VA - 2009

**Firefighter I training;** Waukesha County Technical College, Waukesha, WI - Present

## — BOARDS, COMMITTEES & ASSOCIATIONS —

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**Wisconsin High Intensity Drug Trafficking Area (HIDTA) member,** 2012 - 2015

**Association of SWAT Personnel (ASP),** 1996 – 2015

**Wisconsin Narcotic Officers Association (WNOA),** 2012 – present

**Drug Free Communities,** 2012 – 2015

**Advisory Board Member Drug Free Communities,** 2015 – 2018

**Shop with a Sheriff”,** 2010 - present

**FBI National Academy Alumni Association (FBINAA),** 2009 – present

**Harvard Kennedy School Alumni,** 2013 – present

**Wisconsin Law Enforcement Accreditation Group (WILEAG) Accreditation Manager,** 2009 - 2012

**Make-a-Wish Foundation,** 1994 – present