

## VACANCY ANNOUNCEMENT

Detention Center Commander  
Decatur County Sheriff's Office

The Decatur County Sheriff's Office is seeking highly qualified candidates for the position of Detention Center Commander. Decatur County lies in the heart of southeastern Indiana. Decatur County is a mostly rural farming community, dotted with historical landmarks, among a few major manufacturing plants. Decatur County offers a small-town lifestyle with excellent schools and affordable housing, a low crime rate, and Interstate 74 provides ready access to Indianapolis and Cincinnati within about one hour. For additional information about Decatur County and Greensburg, the county seat, please visit <https://visitgreensburg.com/>.

The Decatur County Sheriff's Office is considered a small law enforcement agency, consisting of about 50 employees, including the Decatur County Detention Center. The Sheriff's Office is responsible for patrolling roughly 370 square miles of mostly rural county roads, operating the Decatur County Detention Center, and protecting the Decatur County Courthouse.

The Detention Center Commander represents the Sheriff and serves as an ambassador of the Decatur County Sheriff's Office. Specifically, the Detention Center Commander:

- Leads the Detention Center's team members, including Courthouse Security Officers.
- Directs daily operations of the Detention Center, including inmate booking, classification, discipline, visitation, transportation, medical services, and food service.
- Manages the Detention Division's plans, programs, budget, staffing and training.
- Oversees approximately 160 inmates and the movement of said inmates to and from other detention centers and correctional facilities.
- Implements in-house inmate programs to address recidivism, addictions and mental health.
- Coordinates with outside service providers, faith-based organizations and community organizations to identify and deliver programs for inmates.
- Manages inquiries and investigations involving alleged inmate crimes and administrative violations within the Detention Center.
- Develops and implements policies and procedures in accordance with Indiana Jail Standards and federal and state law.
- Oversees maintenance of the Decatur County Detention Center to ensure physical security, safety and compliance with federal and state laws.
- Oversees Decatur County Courthouse security operations, including screening of courthouse visitors and courtroom security.
- Advises the Sheriff, Chief Deputy, and other government officials on Detention Center operations and Decatur County Courthouse security.

### **Essential Skills and Abilities**

To ensure the Decatur County Sheriff's Office selects the most qualified candidate, applicants are encouraged to address the following skills and abilities in their resumes and other application materials. Though selected candidates will gain competencies through training and

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experience, candidates who currently possess these competencies will be more competitive in the application process.

- Ability to lead a diverse team of detention deputies, supervisory detention deputies and administrative staff with limited resources in dangerous work environments.
- Ability to work cooperatively across organizational and agency boundaries.
- Ability to think critically and solve problems with minimal supervision.
- Ability to implement strategic and operational plans.
- Ability to develop and manage operational budgets.
- Ability to recruit, hire and retain qualified detention center staff members.
- Ability to manage information technology (IT) systems and resources, including access control and camera systems.
- Knowledge of detention center/jail operations, including but not limited to physical security, access control, booking, classification, discipline, visitations, transportation, medical services and food service.
- Knowledge of Indiana Jail Standards and related federal and state laws.
- Knowledge of criminal law and criminal procedures, including search and seizure, arrest, due process, and court procedures.
- Knowledge of emergency medical treatment procedures (e.g. CPR and first-aid), and the ability to use those procedures to prevent loss of life.
- Ability to physically protect self and protect or restrain others.
- Ability to use firearms and non-lethal weapons proficiently and legally.
- Ability to report observations and actions accurately and professionally in writing.
- Knowledge of and compliance with agency and county policies and procedures.
- Ability to respond to Detention Center emergencies while off-duty, in person or remotely.

The Detention Center Commander is a civilian position and eligible for the County's health insurance and life insurance programs. The selected candidate is expected to complete an ILEA-approved Jail Officer Course within his/her first year of employment, preferably the first six months. Failure to complete the Jail Officer Course will result in termination from the Decatur County Sheriff's Office.

Applying for this position begins by submitting the following: 1) a signed letter of intent; 2) a comprehensive resume that minimally includes all employment positions held in the past 15 years with begin and end dates, position/title, company/agency name, address and phone number, and list of major duties. Resumes and all required documents (see Application Process list below) may be emailed as PDFs to [mrادcliffe@decaturcounty.in.gov](mailto:mrادcliffe@decaturcounty.in.gov), hand-delivered, or mailed to the Decatur County Sheriff's Office at 315 S. Ireland Street, Greensburg, Indiana 47240. **The application deadline is 4:00 p.m., Friday, August 9, 2019.**

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### **Eligibility Requirements**

- Be a United States citizen.
- Be an Indiana resident upon date of employment.
- Reside within Decatur County or an adjacent county.
- Be at least 21 years old.
- Have a high school diploma or the equivalent.
- Not have been convicted of a felony.
- Not have been convicted of a disqualifying misdemeanor (including but not limited to domestic violence/battery).
- Have a valid Indiana Operator License.
- Have a good work record with previous employers, specifically good attendance.
- Have a good credit history.
- Not have used illegal drugs within the past two years.
- Be in sound mental and physical health.
- Be willing and able to work any shift, including 8-hour to 12-hour shifts.
- Be willing and able to complete regular in-service training and maintain position-specific certifications.
- Meet all requirements for employment as Detention Center Commander as prescribed by Indiana Law and the Decatur County Sheriff, including an on-the-job training program.

### **Application Process**

1. Applicant submits a resume with the following attachments: copy of valid operator/driver license, copy of birth certificate, copy of high school diploma or GED, and copy of any college transcripts.
2. Selected applicants undergo preliminary background check.
3. Selected applicants are interviewed by the Decatur County Sheriff, the Chief Deputy, and one or more other government officials.
4. Selected applicants submit additional documents, if requested, for a comprehensive background investigation.
5. The Sheriff makes a conditional offer of employment to selected candidate.
6. Selected candidate completes drug testing.
7. Selected candidate's probationary period ends one year from date of appointment.

The Decatur County Sheriff's Office is an equal opportunity employer. Accordingly, no applicant shall be discriminated against, or favored with respect to employment because of race, sex, religion, politics, national origin, or ancestry.

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Throughout the application process, applicants will be contacted via email with updates and further instructions. Applicants may call the Sheriff's Office at (812) 663-8125, if they have questions.