

Wells County Sheriff's Office

Position: Jail Commander

Department: Wells County Sheriff's Office

Position: Jail Commander

Reports To: Sheriff / Chief Deputy

Employment Status: Full-Time, Civilian Position; Special Deputy Appointment

Facility: Wells County Jail

Starting Salary: \$75,451.91 annually

Experience Credit: Placement on the applicable pay matrix may be adjusted based on relevant prior experience, with up to 10 years of seniority credit available for pay and vacation. (Projected 2027 20-year salary matrix \$75,451.91 - \$92,065.67)

Position Summary

The Wells County Sheriff's Office is seeking a qualified and experienced professional to serve as **Jail Commander**. The Jail Commander is responsible for the overall administration, security, safety, and daily operation of the Wells County Jail, a 100-bed facility.

The Jail Commander provides leadership and supervision to approximately 25 jail staff members and works directly under the direction of the Sheriff or Chief Deputy. This position is responsible for maintaining a safe, secure, professional, and legally compliant correctional environment while promoting effective inmate programs and successful reentry.

The Jail Commander will be appointed as a **Special Deputy** and must maintain firearms qualification and be available to assist with inmate transportation and other Sheriff's Office duties as needed.

Essential Responsibilities

- Direct and oversee all daily jail operations, security, and inmate services.
- Supervise, lead, evaluate, and hold approximately 25 jail employees accountable for performance and conduct.
- Participate in hiring, training, scheduling, employee evaluations, and disciplinary matters.
- Develop, maintain, and enforce jail policies, procedures, and operational standards.
- Ensure compliance with applicable Indiana laws, regulations, correctional standards, and Sheriff's Office policies.
- Oversee jail accreditation and compliance activities.
- Serve as the primary coordinator for **PREA compliance**, including training, documentation, reporting, and corrective actions.
- Develop and oversee inmate programs that promote rehabilitation, accountability, and successful reentry.
- Lead the development and implementation of the jail's **work release program**.

- Develop and monitor the jail's operating budget and make recommendations regarding staffing, equipment, training, and facility needs.
- Coordinate with the Sheriff, courts, prosecutors, probation, Community Corrections, law enforcement agencies, medical providers, and community organizations.
- Respond to emergencies, critical incidents, and significant operational issues.
- Ensure jail staff receive required training and maintain appropriate certifications.
- Maintain required firearms qualification and assist with inmate transports as needed.

Minimum Qualifications

- Minimum of **three (3) years of professional experience in corrections, law enforcement, criminal justice, or a related field.**
- Demonstrated leadership and supervisory ability.
- Strong written and verbal communication skills.
- Ability to exercise sound judgment and make effective decisions in high-stress situations.
- Ability to work professionally with inmates, employees, law-enforcement personnel, courts, and the public.
- Successful completion of a comprehensive background investigation and other Sheriff's Office requirements.
- Ability to qualify and maintain qualification with a firearm.
- Ability to meet the requirements for appointment as a Special Deputy.

Preferred Qualifications

- Prior supervisory or management experience in a correctional or detention facility.
- Experience with jail accreditation and/or PREA compliance.
- Experience with work release, Community Corrections, or inmate reentry programs.
- Experience with employee hiring, discipline, training, and performance management.
- Experience with budget development and administration.
- Associate's or bachelor's degree in criminal justice, corrections, public administration, management, or a related field.

Working Conditions

This position requires flexibility and availability outside normal business hours, including evenings, weekends, holidays, and emergency situations. The Jail Commander may be required to respond to critical incidents and assist with inmate transportation.

The position involves working in a correctional environment and requires the ability to safely respond to potentially stressful, unpredictable, and hazardous situations.

Equal Opportunity Employer

Wells County is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, or other status protected by applicable law.

This job description is intended to describe the general nature and level of work associated with the position and is not an exhaustive list of all duties and responsibilities.

If interested, applications can be found at <https://wellscounty.org/sheriffs-office/> under the “job opportunities” section. Applications can also be picked up in person at the Wells County Sheriff’s Office during office hours, 8AM – 4PM.

Applications must be submitted to the Sheriff’s Office by September 16 2026 at 4PM.