YOUNGSVILLE POLICE DEPARTMENT

40 RAILROAD ST

YOUNGSVILLE, PENNSYLVANIA 16371

TODD MINEWEASER
CHIEF OF POLICE

TELEPHONE: (814) 563-7555
FAX: (814) 563-3560
EMAIL: tmineweaser@youngsvilleboro.org

01/08/2026

Full-Time Police Officer

Youngsville Borough Police Department
Warren County, Pennsylvania

Youngsville Borough is now accepting applications for the position of **Full-Time Police Officer**.

Application Process

Applications are available:

- In person at the **Youngsville Municipal Building**,
  40 Railroad Street, Youngsville, PA 16371
  Monday–Friday, 8:00 a.m. – 4:00 p.m.
- By phone at **814-563-4604 ext. 4** (provide an email address to receive an application electronically)

Completed applications **must be returned no later than February 20, 2026, at 4:00 p.m.**
A **$45 non-refundable application/exam fee** must be submitted with all applications.

Minimum Qualifications

Applicants must:

- Be **21 years of age** at the time of employment
- Be a **U.S. citizen**
- Be a **high school graduate or possess a GED**
- Possess a **valid driver's license**
- Submit **DD-214** for Veteran's Preference points (if applicable)
- Must be physically fit
- Pass thorough background check

Certification

- **MPOETC Act 120 certification is preferred but not required**

- Selected candidates without Act 120 certification will be sent to the **Municipal Police Academy in Northeast, PA**, in **June 2026**

Testing & Hiring

- All applicants will be required to complete a **written & oral examinations**
- **Must** pass a physical exam, background checks, credit check & other required clearances
- Applicants will be notified **via U.S. Mail** regarding testing dates, times, and locations
- Borough is Civil Service Commission

Salary & Schedule

- Salary is set and determined by the borough council
- Shifts and hours may vary
- Patrol Officers work **8-hour and 10-hour shifts**
- Full medical benefits, sick time, vacation and personal days included
- Paid YMCA membership

About the Department

The Youngsville Borough Police Department serves a close-knit community of approximately **1,700 residents**. The borough hosts numerous community events throughout the year, keeping officers actively engaged with residents, businesses, schools, and visitors. The department is committed to maintaining a high quality of life and public safety.

Contact Information

For additional information, please contact the Police Department at:
814-563-7555 ext. 1 or 2

Youngsville Borough is an **Equal Opportunity Employer**.

Return Application no later than 4pm Friday February 20, 2026.

"The Youngsville Borough Police Department strives in hiring police officers of the utmost character and the highest moral standards."

Youngsville Borough

POLICE DEPARTMENT

40 Railroad St.

Youngsville, Pa 16371

PHONE: 814-563-7555 FAX: 814-563-3560 e-mail: tmineweaser@youngsvilleboro.org

GENERAL REQUIREMENTS:

1. ***Minimum age 21, good physical condition, high school graduate (or equivalent). Must be able to perform essential job functions and complete a competitive process consisting of written exam, oral interview, physical and psychological examination.***
2. ***NOTE: Applicants preferred to:***
   - ***Have completed a certified Pennsylvania MPOETC Act 120 training program or be***
   - ***Currently enrolled in a certified Pennsylvania Municipal Police Officers' Education & Training Commission (MPOETC) Act 120 training program or***
   - ***Be currently employed as a full-time police officer of another state and met the certification standards of that state and be able to pass the certification examination administered by MPOETC.***
3. ***Applications must be returned by: Friday, February 20, 2026.***

The Borough of Youngsville is an Equal Opportunity Employer (EOE).

GENERAL INFORMATION: The Borough of Youngsville Police Department, a professional law enforcement agency is located approximately 50 miles southeast of the City of Erie, PA. This rural department has 4 sworn officers. There is a Chief of Police, and 3 patrol officers. The Department provides police service to a Home Rule Borough Charter of approx. 1.3 square miles and a resident population of approximately 1,700.

POLICE OFFICER APPLICATION

PLEASE COMPLETE THE FOLLOWING APPLICATION. FAILURE TO COMPLETELY ANSWER ALL QUESTIONS HEREIN MAY RESULT IN DISQUALIFICATION. PLEASE MARK ALL QUESTIONS THAT DO NOT PERTAIN TO YOU WITH N/A. ANSWERS SHOULD BE HANDWRITTEN (DO NOT TYPE). IF YOU NEED ADDITIONAL SPACE FOR ANY QUESTION, PLEASE USE TeditHE ATTACHED SHEETS.

1. **2.**

Last Name **First** **Middle** **Date**

3. **4.**

Telephone **Other Names Known by:**

5.

Present Residential Address: Street, City, State, Zip Code

6: ☐ **Yes** ☐ **No**

U.S. Citizen or authorized to work in the United States

7:

e-mail address

8. RESIDENCES: List all for the past seven (7) years beginning with the most recent.

MONTH & YEAR From	To	Address	With Whom did you live? Where are they now?

9. FAMILY: List in order showing relationships to the following; parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters. Include any others with whom you have resided or with whom a close relationship exists/existed.

Relationship	Name	Address if Living
FATHER		
MOTHER		

10. VEHICLE OPERATOR'S LICENSE: Give the following information concerning all vehicle operators' licenses you hold or previously held.

License Class	Number	State Issuing Authority	Expiration Date

HAVE YOU EVER HAD A LICENSE SUSPENDED OR REVOKED? YES ☐ NO ☐

If yes, state violation, court, jurisdiction and date of conviction

11. CONVICTION OF A CRIME*

Have you ever been convicted of a misdemeanor or felony? **YES ☐ NO ☐**

If yes, state violation, court, jurisdiction and date of conviction

***A conviction will not necessarily disqualify applicants from employment with the Borough. The Borough will make a determination as to applicant's suitability to serve as a Youngsville Borough Police Officer.**

12. FINANCIAL STATUS:

List all accounts during the past seven (7) years. (savings, checking, loans, stocks, bonds, etc.)

Account Type	Name and Address of Institution

13. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS

Name and Address	Type *(Social, Fraternal, ETC.)*	Office Held	Membership	
			From	To

14. SUBVERSIVE ORGANIZATIONS

(YES/NO)

_____ Are you now, or have you ever been, a member of the Communist Party U.S.A., or any communist organization anywhere?

_____ Are you now, or have you ever been, a member of a fascist organization?

_____ Are you now, or have you ever been, a member of any organization, association, movement, group or combination of persons which advocate the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?

_____ Have you ever been engaged in any of the following activities of any organization of the type described above: Contribution(s) to, attendance at, or participation in any organizational, social, or other activities of the said organizations or of any projects sponsored by them; the sale, gift, or distribution of any written, printed, or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities.

If you answered **YES** to **ANY** of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify the nature and extent of your association with each, including office or position held, also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, list the individuals and organizations they were or are affiliated with.

15. EDUCATION

A. List all elementary, junior high and senior high schools attended. Attach transcript from last high school attended.

Name	Address	Graduated
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐

B. Higher Education: List all Colleges or Universities attended. Attach a transcript from the last institution attended**.**

Name	Address	Attended Number of Years	Degree REC'D YEAR
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

C. Other schools or training (trade, vocational, military). For each school, provide the NAME and LOCATION of the school, dates attended, subjects studied, certificate earned and any other pertinent data.

Name and Address	Attended Number of Years	Course	Certificate/ Data

16. SPECIAL QUALIFICATIONS AND SKILLS

A. Indicate any type of special license such as pilot, radio operator, CDL, etc. List licensing authority, where the license was first issued and dates any current licenses expire.

_____

_____

_____

B. Special skills you possess and machines and equipment you can use. (For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices)

_____

_____

_____

C. Special qualifications not covered in the application: (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

_____

_____

_____

17. EMPLOYMENT: Begin with your most recent job and list your work history for the past ten (10) years, including part-time, temporary, seasonal employment and all periods of unemployment.

Date	Name and Address	Job Title	Reason for Leaving
FROM			
TO		DESCRIPTION OF DUTY	
SALARY	SUPERVISORS NAME	CO-WORKERS NAME	

Date	Name and Address	Job Title	Reason for Leaving
FROM			
TO		DESCRIPTION OF DUTY	
SALARY	SUPERVISORS NAME	CO-WORKERS NAME	

Date	Name and Address	Job Title	Reason for Leaving
FROM			
TO		DESCRIPTION OF DUTY	
SALARY	SUPERVISORS NAME	CO-WORKERS NAME	

Date	Name and Address	Job Title	Reason for Leaving
FROM			
TO		DESCRIPTION OF DUTY	
SALARY	SUPERVISORS NAME	CO-WORKERS NAME	

	Name and Address	Job Title	Reason for Leaving
FROM			
TO		DESCRIPTION OF DUTY	
SALARY	SUPERVISORS NAME	CO-WORKERS NAME	

Date	Name and Address	Job Title	Reason for Leaving

FROM			
TO		**DESCRIPTION OF DUTY**	
SALARY	**SUPERVISORS NAME**	**CO-WORKERS NAME**	

If additional employer blocks are needed, please use attached sheets.

Can we contact your current employer? Yes ☐ No ☐

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for any reason, or subject to disciplinary action while in any position? Yes ☐ No ☐

If "YES", state reason:

_____

_____

_____

_____

Have you ever resigned after being informed your employer intended to discharge you for any reason?

Yes ☐ No ☐

If 'YES", explain, giving name and address of employer, approximate date, and reasons in each case:

_____

_____

_____

_____

18. MILITARY STATUS

Yes ☐ No ☐ Have you ever served in the U.S. Armed Forces?

Yes ☐ No ☐ Do you claim Veterans preference?

Yes ☐ No ☐ While in Military Services were you ever convicted for any crime graded as a misdemeanor or felony?

If "**YES**", give date, place, law enforcement agency or type of court or court martial, charge and action taken for each incident. (Use attached sheet.)

Yes ☐ No ☐ Are you presently a member of a U.S. Reserve or State Guard Organization?

If "YES", complete the following:

Grade and Service number: _____

Service and Component: _____

Organization and Station Unit and address: _____

19. CHARACTER REFERENCES: List five (5) character references. (**DO NOT** list relatives, former employers, or persons living outside of the United States.)

Name	Address	Home Phone	Work Phone	Years Known

20. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation?
Yes ☐ No ☐ If "YES", give details.

_____

_____

_____

21. Have you ever applied for a position with any other governmental agencies? Yes ☐ No ☐
If "YES", provide the details:

_____

_____

_____

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TODD MINEWEASER
CHIEF OF POLICE

TELEPHONE: (814) 563-7555
FAX: (814) 563-3560
EMAIL: tmineweaser@youngsvilleboro.org

APPLICANT BACKGROUND WAIVER

NAME: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

DATE OF BIRTH: _____

As an applicant for employment with the Borough of Youngsville Police Department, I hereby authorize the release of such information that may be required by the Borough of Youngsville Police Department concerning my background, character, education, credit history and any and all types of information and/or documents that may be required by the Youngsville Police Department during their investigation of my application for employment.

I also authorize the Borough of Youngsville Police Department to release any information that is gathered as a result of a background investigation to my current employer.

_____ _____

SIGNATURE OF APPLICANT **DATE**

NOTIFICATION PROCEDURE RELEASE

During the hiring process, it may become necessary to contact the applicant for further consideration.

If conventional methods fail in establishing contact with the applicant, a certified letter will be sent to the applicants address listed on the application. Should the certified letter be returned unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration.

I understand that it is my responsibility to notify the Borough of Youngsville Police Department, in writing, of any change in my address and/or phone number.

_____ _____

SIGNATURE OF APPLICANT **DATE**

VERIFICATION

Statements “Under Penalty” (Title 18 PA Crimes Code, Section 4904). A person Commits a misdemeanor of the third degree, if he/she makes a written false statement which he/she does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to take effect in False Statements made therein are punishable. Under penalties as provided by law the undersigned certifies that the statements set forth in the attached Borough of Youngsville Police Department application are true and correct.

Notarization is required for this page.

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _Warren_____

I, _____, swear or affirm and verify that the statements made in the foregoing application are true and accurate to the best of my knowledge, information and belief.

_____ _____

SIGNATURE OF APPLICANT **DATE**

Sworn to and subscribed before me this

_____ Day of _____, 20____

Youngsville Police Officer Job Description

Police Officer--Authority and Responsibilities: Every sworn member of the Youngsville Borough Police Department is a Police Officer, regardless of rank, position or specialized assignment (Patrol, Community Services, Traffic, etc.). Police Officers are responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, preservation of the public peace, apprehension of criminals, and calls for service. They will perform these duties as prescribed in the department orders, standard operating procedures, directives, and as directed by their supervisors. In addition to these, and the general and individual responsibilities of all members and employees, Police Officers are responsible for the following:

1. Report promptly for duty at the designated time and place, in proper uniform for assignment and inspection. Listen attentively to orders and instructions from their supervisors, and make written memoranda of such information as necessary and promptly report to their assignment upon completion.

2. Enforce all laws and ordinances for which the Department is responsible. Protect the lives and property of all persons; and maintain peace and order within the Borough of Youngsville.

3. Develop and maintain a working knowledge of the relevant federal, state, and local laws, statutes and ordinances in order to ensure action in accordance with legal requirements.

4. Develop and maintain a working knowledge of judicial case law in the areas of search and seizure, arrest, self-incrimination, right to counsel, interrogation and confessions, and the collection and preservation of evidence in order to ensure action in accordance with current court decisions.

5. Operate a police vehicle for long periods of time within assigned geographic area at the direction of supervisor according to standard police techniques and strategies in order to deter and detect criminal activity.

6. Investigate the activities of suspicious persons as encountered or upon citizen complaint using standard police techniques and in conformance with the legal requirements in order to determine the identity, activity, and reason for the presence of the suspicious person.

7. Remain alert to the needs of citizens and take the appropriate action to maintain order and protect life and property.

8. Investigate all complaints on or near their area which are assigned to them or which are brought to their attention by citizens. Take suitable action in those cases which come under their jurisdiction or refer them to the proper authority.

9. Issue citations for violations of the Pennsylvania Vehicle Code and local ordinances as observed or determined in conformance with legal requirements and Department Policies and Procedures in order to ensure conformity with traffic laws and to prevent traffic accidents.

10. Direct vehicular traffic as required in order to ensure a safe, orderly flow of traffic.

11. Execute warrants or serve summonses in conformance with legal requirements and Department policies and procedures in order to comply with court orders.

12. Question suspects in accordance with legal requirements and Department policies and procedures using standard interrogation techniques and strategies in order to obtain information and/or a confession in reference to criminal activity.

13. Search individuals and their personal property after taking them into custody in compliance with legal requirements and Departmental policies and procedures using standard police search techniques to ensure the safety of the officer, other Department personnel, and the detainee.

14. Incarcerate arrested persons as required in accordance with legal requirements and Department policies and procedures using standard police techniques in order to detain arrested persons pending further investigation and/or processing through the criminal justice system.

15. Counsel juveniles and adults when deemed appropriate, and refer them to the person or agencies where they can obtain further assistance.

16. Perform preliminary and follow-up investigations of criminal offenses which are assigned to them or brought to their attention and continue investigating such criminal offenses if assigned.

17. Assist any other officer in the preliminary or follow-up investigation of a case.

18. Appear on time, at all required court or any other required proceedings as a result of official police actions or activity. In addition, assist prosecuting attorneys in the preparation of court cases and when required, testify at all judicial or other proceedings.

19. Maintain a professional decorum and display a proper attitude in all dealings with citizens, supervisors and other department personnel.

20. Promptly and properly prepare and submit the required reports and documents as a result of any official assignment or investigation in a clear and concise manner.

21. Properly attend and successfully complete assigned training courses.

22. Make presentations and speeches to community organizations and groups, as assigned.

23. Assist in the securing of crime scenes and in the gathering and processing of evidence.

24. Maintain an open relationship with area law enforcement officers/agencies in order to exchange information and to facilitate cooperative efforts.

25. Pay strict adherence to all radio transmissions.

26. Utilize a community policing philosophy in problem solving when dealing with all aspects of assigned duties.

27. Be able to give credible testimony in a court of law or other proceeding.

28. Perform physical actions in order to apprehend and control suspects. To include; Running for several hundred yards, climbing over obstacles, crawling, pushing motor vehicles, pulling or carrying accident, fire or crime victims, and using physical force to apprehend and subdue arrestees.

29. Operate required equipment.

30. Use firearms effectively and qualify with required weapons and other equipment or devices.

31. Obtain, read, and have a working knowledge of all relevant Department directives.

32. Provide residents and businesses with a highly visible and proactive police presence by patrolling on foot, bicycle, or motor vehicle.

33. Identify on-going problems, conduct follow-ups, and implement corrective measures.

34. Arrest and prosecution of adult and juvenile criminal offenders.

35. Gather intelligence information and forward this information to the proper personnel or agency.

36. Familiarize themselves with the residents and businesses within their area of patrol. This shall be accomplished by personal contact while on patrol as well as attending regularly scheduled community meetings and events when required.

37. Work with the various social agencies and schools that serve the community.

38. Respond to calls for service within their assigned areas or any other area within the borough as directed.

39. Supplement other Divisions when required.

40. Patrol parks and recreational areas enforcing laws and ordinances.

41. Coordinate and implement citizen volunteers, facility tours.

42. Administer and supervise the school crossing guard and school safety function when assigned.

43. Conduct runaway investigations when assigned.

44. Liaison with Federal, State, County, and other local police and Human Service Agencies.

45. Maintenance and inventory of assigned equipment.

46. An officer temporarily filling the position of a supervisor (OIC) in an acting capacity shall be vested with all the authority and responsibilities of the supervisor, but the acting officer shall not interfere with or countermand, or modify the orders previously issued by the supervisor, except in extreme emergency.

47. Provide any service that is necessary for the furtherance of the Department's mission and objectives.

48. Ability to carry firearms and make forcible arrests.

49. Withstanding prolonged exposure as long as twelve (12) hours, in extreme weather conditions.

50. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes, or suicide.

51. Dealing with domestic disputes.

52. Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers.

I have reviewed the above list of essential job functions for a Borough of Youngsville police officer and believe that:

☐ I can fully perform all duties with or without reasonable accommodations.

☐ I cannot fully perform all duties even with reasonable accommodations.

Name	Signature	Date

USE THIS SHEET FOR YOUR ANSWERS IF NEEDED

In order to expedite the process as much as possible. Please provide the following information when you turn in your application:

- ☐ ACT 120 CERTIFICATE AND TRANSCRIPTS (IF COMPLETED)
- ☐ TRANSCRIPT FROM LAST HIGH SCHOOL YOU ATTENDED AND DIPLOMA/CERTIFICATE
- ☐ COLLEGE TRANSCRIPTS AND COPY OF DIPLOMA/CERTIFICATE
- ☐ ANY MILITARY PAPERWORK IF REQUESTING MILITARY PREFERENCE
- ☐ PAGE 10 – NOTARIZED PAGE – MAKE SURE IT IS NOTARIZED
- ☐ PAGE 14 – JOB DESCRIPTION ACKNOWLEDGEMENT
- ☐ Proof of MPOETC Certification Exam
- ☐ **WAIVED - CHECK FOR $45.00 MADE PAYABLE TO YOUNGSVILLE BOROUGH FOR THE EXAM**

If you have any questions regarding this information please feel free to give me a call.

Please send completed employment packet to cniemeyer@youngsvilleboro.org

or mail to Youngsville Borough 40 Railroad St, Youngsville, PA 16371

Cindy Niemeyer
Administrative Assistant
Borough of Youngsville Police Department

cniemeyer@youngsvilleboro.org

814-563-4604 ext. 4