



**Meeting of the Independent Police Review Board  
May 17, 2023 – 3:30 PM**

**I. Call to Order**

Chair McDonough called the May 17, 2023 meeting of the Independent Police Review Board to order at 3:32 p.m. The meeting was held in Conference Room 1 of the Allegheny County Courthouse.

**II. Roll Call**

The following board members were present:

- Dwight Boddorf (by telephone)
- Richard Garland
- Stacey Hawthorne (by telephone)
- Coleman McDonough
- Keith Murphy
- Rev. Regina Ragin-Dykes

Additionally, staff members Jared Barker and Amie Downs were present, along with county assistant solicitor Rosalyn Guy-McCorkle.

**III. Approval of Minutes**

The minutes of the April 19, 2023 board meeting were reviewed by the members. A motion was made by Mr. Murphy to approve the minutes as presented. The motion was seconded by Mr. Garland and unanimously approved.

**IV. Public Comment on Agenda Items**

No members of the public were present.

**V. Old Business****a. Required Training for Board Members**

Chair McDonough indicated that it has been difficult to coordinate days that work for everyone. After some discussion, Chair McDonough will send an email with some other dates and times to complete the required training.

**b. Board Offices/Staff Updates**

Chair McDonough advised that he and Vice Chair Leavitt Pearl had a phone call with the county manager, deputy county manager, and solicitor about the board's needs. The team is continuing to look at spaces that are centrally located and accessible for the public and is also talking with potential candidates who could be brought on contractually to staff the board.

Ms. Downs advised that the board does have a phone number now – 412.350.1945 – and that it’s web address has been shorted with a redirect to make it easier to find: <https://alleghenycounty.us/iprb>. She also reminded members that an email address already exists. It is [iprb@alleghenycounty.us](mailto:iprb@alleghenycounty.us).

**c. Website/Complaint Form Status**

The board members discussed the most recent draft of the complaint form in great detail and agreed to remove the option to submit anonymously and to make the language access question part of the optional part of the form. The board also asked that the font size be increased on the form.

In discussing the electronic form, Ms. Downs asked the board to determine which items would be required in order to submit a complaint. After discussion, those items were name, address, preferred telephone number, date/time of incident – with language that a person should estimate if unknown – as well as answers to if the person was arrested, if they required medical attention, if they’re submitting on someone else’s behalf, and the summary of what occurred. Ms. Guy-McCorkle advised that the current language affirming that the complaint is true and factual is sufficient to meet the needs of the ordinance (the attestation).

Ms. Downs has been asked to have the electronic form drafted, and to make the required changes to the form itself, and to provide both to the board at the next meeting.

**VI. New Business**

Chair McDonough again discussed the idea of creating sample letters to respond to inquiries. He suggested having samples for complaints where there is no jurisdiction as well as a second that would indicate receipt of the complaint, a requirement of the ordinance. He indicated that he would draft something as a starting point for the board to discuss.

**VII. Public Comment on General Items**

No members of the public were present.

**VIII. Adjournment**

There being no further business, the meeting was adjourned at 4:12 p.m.