### Navigating Allegheny County IPRB Online Complaint Form

ALLEGHE Independent Police Rev	NY COUNTY view Board Complaint Form
Complainant Incident Information Statement	
Complainant Information	
First Name*	Middle Name  Last Name  State  Zipcode
Date of Birth*	Preferred Language* O English O Spanish O Other
You will be prompted to enter email address twice to ensure Email Address *	e accuracy.

### 1. Starting your complaint

Proceed to Incident Information

There are three sections that must be completed - noted above and labeled as complaint, incident information, and statement - and a fourth section (demographic information) that is optional.



The tab highlighted in green is the tab you are currently on.

Page one (complainant) requests basic information about the person who is making the complaint. A complaint may be filed on behalf of another person, so this contact information should be for the person filing.

Any item with a red asterisk (\*) is required.

Selecting a preferred language other than English will not change the form language, but instead advises the board of a need for interpreter or translator.

After you have provided all of the requested information, you are ready to move to the next page.

ALLEGHENY COUNTY Independent Police Review Board Complaint Form
Complainant Information Statement
First Name* Last Name*
City* State* Zipcode*
Date of Birth*     Preferred Language*       C     English () Spanish () Other   Phone Number*
You will be prompted to enter email address twice to ensure accuracy. Email Address * Proceed to Incident Information

At the bottom of the page, click on the tab labeled [Proceed to Incident Information] and you will move to the next page.

Please Note: If you're inactive for more than 15 minutes, you will be logged out of the session. Your information will be lost and you'll have to start over.

ENY COUNTY Review Board Complaint Form		
nent		
Middle Name Last Name*		
State* Zipcode*	Auto Logout in Progress X	
Preferred Language* O English O Spanish O Other	Your session appears to be inactive. You will be logged out in 13 seconds.	
	Stay Logged In	

ALLEGHENY COUNTY Independent Police Review Board Complaint Form
Complainant Incident Information Statement
Date/Time of Incident (Estimate if Unknown)* Address/Location Where Incident Happened*
Names and Badge Numbers of Officer(s) if known
Officer Name Badge Number
Incident Questions
Were you arrested?* ○ Yes ○ No
Did you require medical attention?*
Are you submitting this form for somebody else?* O Yes O No
Would you be interested in mediation to resolve this complaint? •
Did you witness this incident?* O Yes O No
OPTIONAL DEMOGRAPHIC INFORMATION: The Allegheny County Independent Police Review Board is requesting the following information for statistical purposes. It is optional to answer these demo our board track any biases or trends within the Allegheny County Police Department.
Are you willing to answer demographic information?* ○ Yes ○ No
Proceed to Statement

#### **Step 2. Providing Incident Information**

On this page, you will provide information about the incident for which you are filing the complaint.

Date /time and address/location are required. Names and badge number of officers involved is helpful in further investigation efforts of your complaint, but are not required.



If there is more than one officer involved, you can click on the the ADD button on the right side of the tab to add additional lines to the complaint form. These incident questions provide additional information to the board in their review of the the incident and so are required items.

If you are submitting a complaint for someone else, please be certain to answer yes in this section.

Incident Questions
Were you arrested?*
Did you require medical attention?*
Are you submitting this form for somebody else?*
Would you be interested in mediation to resolve this complaint? *
Did you witness this incident?*

Some questions, when answered "yes," will open a section to give more information.

Were you arrested?*  If yes, for what reason?*	
Did you require medical attention?* <ul> <li>Yes O No</li> </ul>	
If yes, what medical facility?*	
Are you submitting this form for somebody else?*	
If yes, name the person you are submitting this form for.*	

When listing witnesses, you will have the option to add names and phone numbers (and remove) if needed.



You can additional lines by selecting ADD at the right side of the tab.

Add

Remove





# There is an option at the bottom of the page to exit the demographic section if you have changed your mind and decide not to complete the section.

If you no longer want to provide Demographic Information, use this button to clear choices and proceed.

Proceed to Statement



This option will clear <u>only</u> choices made on demographic information section, nothing before.

ALLEGHENY COUNTY Independent Police Review Board Complaint Form
Complainant Incident Information Statement
<ul> <li>Please describe the incident and the specific nature of your complaint as completely as possible.</li> <li>Include the names, addresses and phone numbers of any witnesses.</li> <li>Be as specific about the details, such as exactly what was said, time and dates of incident, the location of the incident, the ACP officers/employees involves.</li> <li>If officer(s)'s names are not known, please include detailed descriptions of officers.</li> </ul>
Attachments (0)
Use the button below to attach additional documents, statements or photos that could be relevant to this complaint           Attach
Attortation
The information provided in this statement is true and factual to the best of my knowledge. I understand that any person who knowingly makes a false state same penalties as provided in under 18 Pa. CSA § 4904. I understand that I may be required to appear at the Allegheny County Independent Police Review Bo for anyone to retaliate against me for the filing of this complaint.
Please type your full name below: *
Today's Date 09/12/2023
I'm not a robot
Submit Complaint

#### 3. Writing a Statement

The final section of the complaint allows you to give an account on the incident that has occurred. Be sure to be as detailed as possible, listing information and other details that were not provided in other sections of the online complaint form.

If you have photos or other documents that are relevant to the complaint, you can attach those items.



After reviewing the information provided in your complaint, you will be asked to type or "sign" your first and last name signaling that the information given is true and was given to the best of your knowledge.

Attestation	
The information provided in this statement is true and factual to the best of my knowledge. I understand that any person who same penalties as provided in under 18 Pa. CSA § 4904. I understand that I may be required to appear at the Allegheny County for anyone to retaliate against me for the filing of this compared.	
Please type your full name below: *	
Today's Date 09/12/2023	

Please read this acknowledgement and declaration closely as the information is being provided under penalty of law.

## Once you've completed all of these steps you are ready to submit your complaint.



When the complaint has been submitted, the page will change to acknowledge receipt of the complaint. You will also receive an email with that same detail and information. You will hear from someone with the Board within five days regarding receipt and next steps.