The information in this pamphlet will assist anyone who has occasion to make a commendation regarding a member of the BART Police Department.

To file a commendation, please complete and sign this form and forward to the Office of Internal Affairs.

**Commendations**

**What is a commendation?**
A commendation may address any event that you deem noteworthy on the part of the police employee. This may range from courtesy or compassion to significant heroic acts.

All commendations are formally documented and the involved police employee is notified. A commendation only takes a few minutes to write or communicate and can go a long way to let personnel know how you feel about them and their service.

Commendations may also be made directly to the Office of Internal Affairs during normal business hours by phone, mail, or email:

**Phone:** 510-464-7029
**Mail/In Person:** Office of Internal Affairs
                        BART Police Department
                        800 Madison Street, P.O. Box 12688
                        Oakland, CA 94604-2688

*Or,* you may also file a commendation with the Office of the Independent Police Auditor (OIPA) via phone, email, or in person.

**Phone:** 510-874-7477
**Mail/In Person:** Office of the Independent Police Auditor
                        Bay Area Rapid Transit
                        300 Lakeside Drive, 14th Flr.
                        Oakland, CA 94612

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Name: ____________________________________________
Address: __________________________________________
City: ____________________________________________________ Zip: _________________
Phone: ________________________________________________
Incident Date/Time: ______________________________________
Incident Location: _______________________________________
Police Case Number: _________________________________
Involved Employee: ______________________________________
Witnesses: _____________________________________________

**Details of Incident**
(Provide as much information as possible):
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Signature: ____________________________________________
Date: _______________________________________________