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, email, mail or in person:

**Phone/Email:** 510-464-7029 or ia@bart.gov

**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) by phone, email, mail or in person:

**Phone/Email:** 510-874-7477 or oipa@bart.gov

**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):

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Signature: ______________________________________

Date: _________________________________________