



APPLICATION FOR APPOINTMENT TO THE BART POLICE CITIZEN REVIEW BOARD

The BART Board of Directors established the BART Police Citizen Review Board (BPCRB) to increase visibility for the public into the delivery of BART Police services, to provide community participation in the review and establishment of BART Police Department policies, procedures, practices and initiatives, and to receive citizen complaints and allegations of misconduct by BART Police Department (BPD) employees. The BPCRB is an advisory committee that reports to the BART Board of Directors. Meetings are generally held once per month, and service on the BPCRB is voluntary.

BPCRB Committee Public Member Requirements

As a volunteer member of this board you will:

- Receive citizen allegations of on-duty police misconduct
- Participate in recommending appropriate disciplinary action
- Advise Board of Directors, Independent Police Auditor and Police Chief
- Review, recommend and monitor implementation of changes to police policies, procedures & practices
- Meet periodically with representatives of the BART Police associations
- Participate in community outreach
- **Terms of Service:** All appointments or re-appointments to the BART Police Citizen Review Board shall be for two-year terms.

All BPCRB members must reside in one of the following counties: Alameda, Contra Costa, San Francisco, or San Mateo. BPCRB members must be fair-minded and objective with a demonstrated commitment to community service. No person currently employed in a law enforcement capacity, either sworn or non-sworn, shall be eligible for appointment to the BPCRB. No current or former or relative of BART Police Department personnel may serve on the BPCRB. Appointees to the BPCRB are subject to a background check and must not have any felony convictions. Members serving on the BPCRB are not required to be U.S. citizens.

The BPCRB Committee is a legislative body for the purposes of the Brown Act. Accordingly, committee meetings are open public meetings subject to the noticing and meeting requirements under this law except in those proceedings where a closed session may be appropriate and required.

It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted.

The application process will include two phases:
PHASE 1 – Application and Recommendation Review
<i>All applications will be reviewed for all Membership Representation requirements and qualifications, letters of recommendation, resume, and any supplemental documents.</i>
PHASE 2 – BART Board of Directors Appointment
<i>Selected candidates will be invited to appear before the Board of Directors to briefly explain their interest in serving on the committee, followed by a Board vote.</i>

Personal Information

First Name: Elidia Last Name: Bird

Home/Mailing Address: [REDACTED] City: [REDACTED] Zip: [REDACTED]

Daytime Phone: [REDACTED] Alternate Phone: [REDACTED]

Email: [REDACTED]

Occupation/Profession: Paralegal/ Office administrator

General Information/Qualifications

In what county do you reside? Contra Costa

Are you currently employed in a law enforcement capacity, either sworn or non-sworn?
___ Yes X No

Are you a current or former BPD employee? ___ Yes X No

Are you a relative¹ of a current or former BPD employee? ___ Yes X No

Have you ever been convicted of a felony? ___ Yes X No

References: Please provide the names and contact information of three (3) references who are qualified to discuss your candidacy for service on the BPCRB:

Name: Andra Rogers

Address: [REDACTED] Phone: [REDACTED]

Name: Daniel Sorkin

Address: [REDACTED] A 9 [REDACTED] Phone: [REDACTED]

Name: Robert Downing

Address: [REDACTED] Phone: [REDACTED]

List any organizations or groups that you belong to or are involved with that you believe bear relevance to your candidacy for service on the BPCRB:

no official committees, I'm only involved in a Foster Youth organization called "For the children", Ive applied for the civil grand jury, but couldn't do the commitment with a full time job.

¹Relatives include spouse, domestic partner, child, parent, brother, sister, grandparent, step-parent, step-child, legal guardian, father-in-law and mother-in-law.

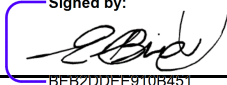
Briefly explain your interest in serving on the BPCRB:

I have an interest in Public Service and hope this will serve as experience in relation to one day serving on the Civil Grand Jury.

What qualifications/assets do you have that make you a strong candidate for service on the BPCRB? Please feel free to attach a resume or an additional page.

I work in the legal field so I have a good understanding of laws in a very practical sense, while my area of law is far enough removed that I wouldn't be personally affected or influenced so I can remain impartial. I have worked as a paralegal for 12 years in housing law.



Signed by:  Date: 4/24/2026
Signature of Applicant: _____

Return this form to the District Secretary's Office:
Drop Off/In-Person: 2150 Webster Street, 10th Floor, Oakland, CA 94612

U.S. Mail: San Francisco Bay Area Rapid Transit District
c/o District Secretary's Office
P.O. Box 12688, Oakland, CA 94604-2688

Email: CitizenReviewBoard@bart.gov
Call (510) 464-6083 with any questions.

Thank you for your interest in serving on the BART Police Citizen Review Board.

Elidia (Lydia) Bird

Qualifications

- Bilingual: Intermediate Spanish
- Proficient in M.S. Office Suite: Word & Excel, Outlook, Teams
- Proficient in Adobe Acrobat pro
- Typing proficiency: 50 WPM
- Legal office management
- Essential forms
- Proficient in billing & legal management Software: timeslips, Clio, Casefox
- Knowledgeable in Collections and Small Claims
- Knowledgeable in Attorney Fee Dispute Arbitration
- Knowledgeable in all stages of Unlawful detainers, including, but not limited to, drafting termination notices, discovery, and trial preparation
- Knowledgeable in specific city Rent & Eviction control laws, statewide.
- Knowledgeable in drafting limited & general conservatorships, guardianships
- Knowledgeable with contesting Traffic infractions

Professional Experience

The Shepherd Law Group – Oakland, CA

July 2025– Present

Law Firm Management & Career Development Consultant

Contract assignment: On-call/as needed services

- Provide consulting services to assist in process Improvement & operational Efficiency, Business Strategy & Transformation
- Provide training to staff regarding legal skills and management skills

Singer & Scott, P.C – San Francisco, CA

July 2025 – Sept. 2025

Paralegal

- Provide legal support for various attorneys for Civil Litigation cases, including limited and unlimited collections cases, breach of contract cases and unlawful detainers.
- Draft legal pleadings with a general focus on discovery requests and discovery responses.
- Provide legal training in discovery drafting.

Law Offices of Darryl Yorkey – Berkeley, CA

November 2024 – July 2025

Office Administrator (Manager)/ Senior Paralegal

- Management Duties: create business infrastructure, i.e case management procedures, automation of finances, create legal fees structures/draft fee agreements, maintain corporate records and assist with entity formation, governance, and compliance requirements, Serve as a liaison between attorneys, clients, courts, legal vendors, and external stakeholders as needed etc., hire and train new employees, monitor legal support performance overall, as well as individually, assign/adjust caseloads as necessary.

- Legal Research & draft IRAC memorandums for attorney re results of research
- Senior Paralegal Duties;
 - i. Unlawful Detainer Support: Manage all phases of unlawful detainer proceedings from initial case assessment through judgment enforcement.
 - ii. Probate Law Support: Draft Initial documents for General and Limited conservatorships, guardianships and manage case until initial hearing.
 - iii. Family Law Support: Prepare family law pleadings, petitions, and court documents, for divorce, custody and adoption cases.
 - iv. Criminal Law Support: Handle all aspects of traffic violation cases and related proceedings, Prepare and file motions, responses, and appeals in traffic court matters, Coordinate with clients regarding traffic citations, hearings, and compliance requirements, Maintain traffic case files and track court dates and deadlines.

McLaughlin Sanchez, LLP – San Francisco, CA

April 2021 – July 2024

Senior Paralegal

- Attend sales meetings with Senior Attorney
- Responsible for development, launching and operating statewide expansion for firm.
- Provided support for four unlawful detainer attorneys, specifically, managed all unlawful detainer, forcible detainer and foreclosure unlawful detainers cases from start to finish. Also provide support for long cause matters and other landlord-tenant matters.
- Legal Support Staff Management Duties: training new employees, managed team of three legal support staff, conducted weekly training meetings, monitor legal support performance overall, as well as individually, assign/adjust caseloads as necessary;
- Organize team building firmwide; provide supervisor with input regarding company procedures.

The Shepherd Law Group – Oakland, CA

June 2014 – March 2021

Paralegal

- Met with Potential Clients & Spanish Speaking clients: Intakes
- Reviewed case documents, analysed and extracted relevant case information
- Organized case files, Calendaring of deadlines, scheduling consultations and fee agreements
- Office Management Duties: responsible for yearly purging/Shredding of files and off-site storage management, training new employees, Drafted Employee Procedural Manual for Company
- Drafted Termination Notices: Notice to Cease, 3-Day to Quit (squatters), 5-Day to Quit (forcible Detainers), 15 or 3-Day Notice to Pay Rent or Quit, 30/60/90 Day Termination Notices, 120DN Termination of Tenancy (Ellis Act)
- Responsible for drafting all Forms in the Unlawful Detainer Process from start to finish, including but not limited to Summons, Complaint, Request for Defaults, Memo to Set, Posting Orders, Exparte Application for Shortening time, Exparte Motion to Continue Trial, discovery requests and responses, trial preparation and other miscellaneous motions such as Motion to be Relieved as Counsel.
- Responsible for handling Oakland Housing Authority Contract Work: Evictions
- Responsible for billing, collections, filing and managing small claims cases and Attorney Fee Dispute Arbitration

2014

Paralegal Internship

- Responsible for drafting judicial council forms, pleadings, discovery requests, and responses
- Draft motions and pleadings including detainers: Summons/complaints and answer, motion to set aside judgement, petition for execution of stay, prejudgement right to possession, demurrer
- Review and assess UD complaints and notices, and proposed settlement agreements
- Research landlord/tenant laws and rights, including fair housing and HUD regulations
- Assist with client intake interview and draft correspondence
- Updated clients on the status of their case
- Gather detailed information pertaining to cases and research missing information
- Correspond with clients on behalf of supervising attorneys

Education

Heald College – Concord, CA

April 2013

- Associate in applied science degree in Paralegal Studies

Associations & Memberships

NALA- The Paralegal Association

March 2022

Volunteer with Foster Youth: Royal Family Kids Camp & Mentorship Program
www.Forthchildren.org

June 2021 to Present

Volunteer with foster Youth: as Activity director for Teen Reach Adventure Camp
www.teenreach.org

October 2022 to Present