

## **Star Encasement Update**

Eligible members may apply for this program by sending a written request together with a self-addressed, business-sized envelope to

Acrylic Encasement Project  
Chicago Police Personnel Division  
3510 S. Michigan Avenue  
Chicago, IL 60653-1020.

Upon receipt Personnel will respond with appropriate forms, encasement options, and form completion instructions via U.S. Mail. Members should include in the request the following: 1) full name (exactly as recorded in department records), 2) last assigned star number, 3) last assigned or detailed unit number, and 4) star number (or numbers, in the case of multiple ranks) being requested (limited to one star per rank).

Employee numbers are not required, as the City has changed the number system. Social Security numbers are helpful, especially in cases of common or duplicate names, but are not required.