

D.N. 04-48

Chicago Police Department

TITLE: STAR, SHIELD, AND UPDATED IDENTIFICATION CARD DISTRIBUTION FOR ACTIVE DEPARTMENT MEMBERS

ISSUE DATE: 22 October 2004

EFFECTIVE DATE:

EXPIRATION DATE: Continue Until Further Notice

DISTRIBUTION: C

RESCINDS: Administrative Special Order 04-04-01

I. PURPOSE

This directive outlines the procedures for star and shield distribution and updating active sworn and civilian Department members' photographs and identification cards.

II. UPDATING IDENTIFICATION CARDS

A. Effective with the issuance of this directive, **all** active sworn and civilian Department members that did not have a new identification card issued **after 01 June 2003 will** have a new photograph taken and a new identification card issued as delineated in the attached addendum entitled "Star, Shield, and Identification Card Matrix."

NOTE: Active Department members **will** bring their identification card with them for replacement.

B. Active Department members requiring an updated identification card who are not working within the distribution schedule **will** have the required photograph taken and identification card issued during 06 December 2004 thru 10 December 2004. Department members will report to the Personnel Division, 3510 S. Michigan Avenue, 2nd Floor, 0500 hrs - 1800 hrs.

III. UPDATING STARS AND SHIELDS

A. Effective with the issuance of this directive, **all** active sworn Department

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members who did not exchange the 1955 design Chicago Police star and shield for the 2002 design, **will** complete the exchange in accordance with the addendum to this directive entitled "Star, Shield, and Identification Card Matrix."

NOTE: Active Department members **will** bring their 1955 design Chicago Police star and shield with them for replacement.

- B. Active sworn members will exchange stars and shields. Active captains, lieutenants, sergeants and detectives **will** exchange stars, but will not exchange shields.
- C. Active Department members required to exchange stars and shields who are not working within the distribution schedule **will** complete the star and shield exchange during 06 December 2004 thru 10 December 2004. Department members will report to the Personnel Division, 3510 S. Michigan Avenue, 2nd Floor, 0500 hrs - 1800 hrs.

IV. DISTRICT/UNIT COMMANDING OFFICER

District/unit commanding officers will ensure that active Department members under their command:

- A. report to the designated exchange site, if working, with the appropriate equipment to fully complete the exchange of stars, shields, and identification cards as delineated in the attached addendum.
- B. comply with Items II and III of this directive.

V. ADDENDUM

This directive contains an addendum entitled "Star, Shield, and Identification Card Matrix."

Authenticated by:

Philip J. Cline
Superintendent of Police

04-139 RDR(PMD)

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