



PROMOTION CEREMONY GUIDELINES

PERSONNEL ORDERS DIVISION INFORMATION

Friday, August 8th, 2025

FROM: PERSONNEL ORDERS DIVISION

TO: COMMANDS CONCERNED

SUBJECT: PROMOTION CEREMONY GUIDELINES - AUGUST 8, 2025

THE POLICE COMMISSIONER WILL HOST A PROMOTION CEREMONY ON FRIDAY, AUGUST 8, 2025. ACCORDINGLY, PERSONNEL BEING PROMOTED ARE DIRECTED TO REPORT AT 0730 HOURS WITH THEIR I.D. CARD TO POLICE HEADQUARTERS, ONE POLICE PLAZA, AUDITORIUM. THE CEREMONY WILL COMMENCE AT 1100 HOURS.

TO ENSURE THE CEREMONY REFLECTS THE PROFESSIONALISM AND DIGNITY OF THE OCCASION, GUESTS ARE EXPECTED TO CONDUCT THEMSELVES WITH APPROPRIATE DECORUM. WHILE CELEBRATING YOUR CO-WORKERS' ACHIEVEMENTS IS ENCOURAGED, CERTAIN BEHAVIORS, SUCH AS THE USE OF AIR HORNS, POSTERS, OR OTHER NOISE-MAKING DEVICES, CAN DISRUPT THE PROCEEDINGS, DELAY THE PROCESS, AND DETRACT FROM THE ACCOMPLISHMENTS OF OTHERS.

FOR THIS REASON, NOISE-MAKING DEVICES AND LARGE POSTERS WILL NOT BE PERMITTED IN THE AUDITORIUM. WE ASK THAT APPLAUSE AND CHEERS REMAIN BRIEF AND RESPECTFUL SO THE CEREMONY CAN PROCEED SMOOTHLY AND MAINTAIN A PROFESSIONAL TONE.

GUESTS WILL BE PERMITTED ENTRY BEGINNING AT 1000 HOURS AND MUST BE SEATED BY 1045 HOURS TO ENSURE THE TIMELINESS OF THE CEREMONY. ADDITIONALLY, DUE TO SEATING CONSTRAINTS, PROMOTEEES ARE ASKED TO LIMIT THE NUMBER OF GUESTS IN ATTENDANCE. ONCE ALL AVAILABLE SEATS IN THE AUDITORIUM ARE OCCUPIED, MEMBERS OF THE SERVICE WILL BE ASKED TO VIEW THE PROMOTION IN THE MULTIPURPOSE ROOM ADJACENT TO THE AUDITORIUM LOCATED ON THE 1ST FLOOR. CARPOOLING IS ALSO ENCOURAGED DUE TO LIMITED AVAILABLE PARKING.

PARENT COMMANDS ARE DIRECTED TO ENSURE THEIR SUBORDINATE UNITS ARE MADE AWARE OF THIS MESSAGE AS SOON AS POSSIBLE. DESK OFFICERS OR OTHER DESIGNATED PERSONNEL MONITORING DEPARTMENT EMAIL ARE DIRECTED TO DISTRIBUTE THIS MESSAGE AND ENSURE THAT PROMOTEEES ARE APPROPRIATELY NOTIFIED.

THERE WILL BE NO EXCUSALS EXCEPT FOR MEMBERS THAT ARE ON SCHEDULED ANNUAL VACATION, ON SICK REPORT, OR ASSIGNED TO M.E.L.D.

COMMANDING OFFICERS ARE DIRECTED TO NOTIFY THE UNIFORM PROMOTIONS UNIT AT (646) 610-6888 FOR ANY PROMOTEEES WHO ARE EITHER ON SICK REPORT, RESTRICTED DUTY, LIMITED CAPACITY, AUTHORIZED LEAVE, OR NOT ON FULL DUTY STATUS. IF THE OFFICE IS CLOSED, THE NOTIFICATION WILL BE MADE AT 0800 HOURS THE FOLLOWING DAY. MEMBERS OF THE SERVICE WILL STILL BE PROMOTED IF THEY ARE UNABLE TO ATTEND THE CEREMONY.

PLEASE NOTE, MEMBERS PROMOTED AS OF 1600 HOURS, AUGUST 8, 2025, ARE EXCUSED FROM ALL DUTY UNTIL 0700 HOURS, AUGUST 9, 2025.

NOTE: PROPER UNIFORM AND APPEARANCE WILL INCLUDE:

1. REGULATION BLACK, HIGH-GLOSS SHOES/LACE-TYPE OXFORD MUST BE WORN
2. SUMMER BLOUSE, PROPERLY FITTED
3. REGULATION EIGHT (8) POINT CAP (IN GOOD CONDITION)
4. REGULATION LONG SLEEVE SHIRT, PROPERLY FITTED

5. COMMAND INSIGNIA OR DESIGNATED RANK (COLLAR BRASS) ON THE UNIFORM SHIRT AND SUMMER BLOUSE
6. REGULATION TIE
7. REGULATION DRESS TROUSERS PROPERLY FITTED (NO DUTY TROUSERS)
8. WHITE GLOVES
9. HAIR TO BE PROPERLY CUT, TRIMMED, WORN OFF THE COLLAR AND PLACED UNDER UNIFORM CAP WITHOUT VISIBLE BULK
10. NO EARRINGS
11. NO PERSONAL ADORNMENT OR UNAUTHORIZED MODIFICATION OF UNIFORM (I.E. FRATERNAL PINS, ETC.)
12. PERSONNEL ASSIGNED TO HIGHWAY AND MOUNTED UNITS ARE PERMITTED TO WEAR BOOTS AND BRITCHES
13. UNIFORMED MEMBERS OF THE SERVICE, AND CIVILIAN MEMBERS OF THE SERVICE ASSIGNED TO THE TRAFFIC ENFORCEMENT DISTRICT AND SCHOOL SAFETY DIVISION WHO ARE AUTHORIZED TO WEAR A UNIFORM ARE **PROHIBITED TO GROW FACIAL HAIR, EXCEPT** UNDER THE FOLLOWING CIRCUMSTANCES:

1. WHEN REQUIRED BECAUSE OF MEDICAL CONDITION, AND WITH THE WRITTEN APPROVAL OF THE CHIEF SURGEON.
2. WRITTEN APPROVAL OF THE DEPUTY COMMISSIONER, EQUITY AND INCLUSION WHEN REQUIRED BECAUSE OF RELIGIOUS ACCOMMODATION.

NOTE: CIVILIAN PERSONNEL MUST APPEAR IN APPROPRIATE BUSINESS ATTIRE:

1. JEANS ARE NOT TO BE WORN
2. I.D. CARD MUST BE WORN AND DISPLAYED ON THE OUTERMOST GARMENT

NOTE: UNIFORM FOR TRAFFIC ENFORCEMENT AGENTS WILL INCLUDE:

1. HAT - WHITE EIGHT (8) POINT (IN GOOD CONDITION)
2. SHIRT - POWDER BLUE
3. SHOES - BLACK LEATHER, PLAIN TOE, LACE-UP
4. WHITE GLOVES
5. TROUSERS - NAVY BLUE WITH 1/4" NAVY BLUE BRAID
6. TIE - NAVY BLUE (IN GOOD CONDITION)
7. JACKET - NAVY UNIFORM BLAZER (SUMMER BLOUSE) WITH TWO NYPD/TRAFFIC ROCKER PATCHES (SERVICE STRIPS ARE NOT AUTHORIZED)

IN ALL CASES, THE PROMOTEES APPEARANCE IS TO BE EXEMPLARY. MEMBERS OF THE SERVICE BEING PROMOTED WILL NOT CHANGE INSIGNIA OR UNIFORM OF RANK UNTIL COMPLETION OF PROMOTION CEREMONY.

NOTE: STRICT ADHERENCE TO THE UNIFORM/APPEARANCE STANDARDS LISTED ON THE UNIFORM PROMOTION CHECKLIST IS REQUIRED. ANY MEMBER IMPROPERLY GROOMED OR ATTIRED ACCORDING TO DEPARTMENT REGULATION WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROMOTION CEREMONY. UNIFORM INSPECTION OF MEMBERS CONDUCTED AT THE UNIT/COMMAND LEVEL WILL BE SUBJECT TO REVIEW.

IT IS THE MEMBER'S RESPONSIBILITY TO MAINTAIN THEIR DRESS UNIFORM IN A PROPERLY FITTED, HIGH-CONDITION STATE AT ALL TIMES. ADDITIONALLY, SUPERVISORS ARE RESPONSIBLE TO ENSURE THAT A POTENTIAL PROMOTEE IS IN FULL COMPLIANCE WITH ALL APPEARANCE GUIDELINES. TO ENSURE OBSERVANCE OF UNIFORM REGULATIONS AT PROMOTION CEREMONIES, THE PROMOTEE'S CURRENT COMMANDING OFFICER/DESIGNATED SUPERVISOR WILL INSPECT PROMOTEE PRIOR TO THE PROMOTION CEREMONY. THE RESULTS OF THIS INSPECTION WILL BE RECORDED ON A "UNIFORM PROMOTION CHECKLIST". ALL UNIFORMED MEMBERS BEING PROMOTED MUST APPEAR AT PROMOTION CEREMONY WITH A COMPLETED UNIFORM PROMOTION CHECKLIST AS DESCRIBED IN THE FOLLOWING PROCEDURES:

ADMINISTRATIVE GUIDE PROCEDURES:	304-07 PERSONAL APPEARANCE.
	304-08 FACIAL HAIR POLICY.
	305-01 GENERAL UNIFORM REGULATIONS.
	305-02 UNIFORM CLASSIFICATIONS.
	305-03 UNIFORMS.
	319-03 CIVILIAN MEMBER-UNIFORMS/EQUIPMENT.

CIVILIAN EMPLOYEE REFERENCE MANUAL:	CHAPTER 3 GUIDELINES FOR DRESS CODE.
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AUTHORITY: CHIEF OF PERSONNEL
 OPER: LT GUERRERO



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U N I F O R M
P R O M O T I O N S

TO DEPUTY CHIEF:

HUGH M BOGLE	LIC DIV
MARY J KING	SRG
CARLOS GHONZ	PBBX
KEITH P SHINE	TB BX QNS

TO INSPECTOR:

SCOTT CALLAHAN	040 PCT
RONALD J ZEDALIS	CSO
ARI L MAAS	NYCDEP
RAUL P MAISONET	HARBOR
EILEEN T DOWNING	PBQN
RONALD MCCALL	PBQN

TO DEPUTY INSPECTOR:

JOSEPH J WERNERSBACH	090 PCT
BERKLEY K VANTULL	106 PCT
ROBERT RIOS	TD 3
MELISSA BAYLOR	TD 20
MIGUEL FIGUEROA	PSA 9
ONEIL O SMITHWICK	IT PRGM MGMT
OWAIS Z KHANZADA	TRAFF ENF DIST

TO LIEUTENANT COMMANDER DETECTIVE SQUAD:

VICTOR A PARIBELLO	M ASCS
ALROY SCOTT	SVU TRAINING
SHUMON M SYED	IAB
PHILIP J PICCIANO	WARRSEC

TO LIEUTENANT SPECIAL ASSIGNMENT:

WILLIAM L FIELDS	TD 32
MICHAEL C MEEMS	MODS
KEVIN B MULHERN	CCCS
KATHRYN HENNESSEY	CSO
JOHN D DIAZ	PSB CRT
RONALD SANCHEZ	PBQS

TO PROBATIONARY LIEUTENANT:

WILLIAM G DOOLEY	046 PCT
TROY A PEACOCK	073 PCT
HILTON JEANPIERRE	081 PCT
EDWIN JEREZ	INT FIO PRG
DANE STCYR	LEG BUR
JASON N GUZMAN	IAB
NICHOLAS S GUZMAN	M COURT
THOMAS P MCLAUGHLIN	SCUBA UNIT
LAUREN G BALADAN	DET BUR
BRENDAN J MURPHY	WARRSEC

TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

YASMIN A CAMPUSANO	IAB IU 10
JOHN P ESSIG	MJT TF
ERIC T HEALY	HWY CIS
JULISSA CAMACHO	INT DIV
FRANCISCO R RIVERA	073 DET
MATTHEW B DOHERTY	SP FRDS
RICHARDSON RABIL	BX CHILD

TO SERGEANT SPECIAL ASSIGNMENT:

CHARSEL J ANTHONY	009 PCT
JOHNNY E MITCHELL	023 PCT
BRYAN J VESELY	ESS 09
CHARLENE K SMITH	PBBN
NAVDEEP SINGH	PBQS
CHRISTOPHER A BROOK	SI SU CRT
CARLOS GONZALEZ	PBSI SU FERRY

TO PROBATIONARY SERGEANT:

ANAIS PEREZ	CD OFF
SARA A BASSFORD	COD QLD
JENNIFER L MOLLOY	013 PCT
MATHEW J JOHN	MTN PCT
JAMES L BANZER	020 PCT
NICHOLAS T GALIMI	040 PCT
JOSE I GONZALEZ	060 PCT
YEVGENIY BRENER	062 PCT
ARON D BAKSH	078 PCT
ZACHARY P VANO	120 PCT
JHONNY FIGUEROA	TD 3
FRANKLYN GUEVARA	TD 3
ARPAN DAS	PSA 1
DEEPMOOR S LALI	PSA 1
VINCENT CHOW	PSA 4
AUDELIZ BEAUCHAMP	PSA 9
ABIR H NOOR	INT FIO PRG
VASILIOS C VASILOPOULOS	INT CIS
DANIEL J OCONNELL	LMSI PMO
LOVETH A MILLER	BK COURT
DANIEL R AREVALO	PBMN SCOOT
KEVIN P HALL	TB MAN TF

BRIAN W LAMB
KELLY A TWEEDY
DOMINICK G COGLIANO

HWY 5
070 DET
NARCBBN

TO DETECTIVE FIRST GRADE:

CANDICE T CHESTER
TIMOTHY J HARRINGTON
DUANE A ATKINSON
DEBORAH T ESPOSITO
JASON P PETRI
CORNELIUS P OSHEA

INT EPU
102 DET
110 DET
DB LPS
TRDMRK INFRGMT
MONEY LAUND

TO DETECTIVE SECOND GRADE:

DILLON R MCGEE
JEROME C PACKTOR
CHRISTOPHER P HENRY
CHARNE J JIMENEZ
MATTHEW F MONAHAN
BEATRIZ H CEBALLOS
JAAK E LEINO
MICHAEL PAPPALARDI
RAMON ROSARIO
DANIEL A DONGVORT
WILLIAM SMILEY
JAMES W GIPSON
DAVID R RENE
ALEXANDRU B CRAIVAN
ALBERT R RAGSDALE
RONNIE MORALES
CHRIS J MADISON
CHRISTOPHER M VICKERY
PATRICK C FOGARTY
LOUIS E BASABE
HARRY J HUGHES
JAWUAN M HUBBARD

PCO
PCO
CS BODY CAM
MSS TF
SVU MC DNA COLD
FAM ASSIST
JTTF
INT CIS
BOMB SQ
ESS 09
009 DET
094 DET
110 DET
116 DET
SVU SOMU
BKROBSQ
DB BSHM
F S S
JOINT ORG CRM TF
WARRSEC
WARRSEC
STR FORCE

TO DETECTIVE INVESTIGATOR:

JOHN H JARQUI
HUGO J PAIZ
JIHAD SHAHIN
GARY G CALDER
ANYAKAE M SHA
JASON A BARIS
DIONNE S COE
NIKITAMARIE Y WHATLEY
PETE J HAMILTON
MICHAEL K DUNN
ROBERT T KULLAK
CHARLES R ALEXANDER
JOEL TORRES
THOMAS J RAO
NICHOLAS RUSSO
ANDREW J ZENI
KEY D MATIASCASTILLO
DANNY KARMA

IAB
IAB
IAB
010 DET
042 DET
070 DET
081 DET
088 DET
105 DET
NARCBQS
NARCBQS
NARCB BX
NARCBBS
DB FID
DB FID
C SCENE
WARRSEC
BK CHILD

TO DETECTIVE SPECIALIST:

MICHELE GARCIA
GREGG F PINGITORE
MARTIN LEUNG
ROBERT G HORVATH
SEAN E SMITH

043 PCT
CT OSS
D C P I
OPS DIV
AVIATION

MICHAEL JOSEPH
SAFIYA BROWN
WILFREDO RIVERA
KEITH L HALL
JASON MELENDEZ
JESSICA A PEREZ

BS CAS
P S B
PBMS SCOOTER
PBMN
PBMN
PBEX