



PROMOTION CEREMONY GUIDELINES

PERSONNEL ORDERS DIVISION INFORMATION

Friday, February 28th, 2025

FROM: PERSONNEL ORDERS DIVISION
TO: COMMANDS CONCERNED
SUBJECT: PROMOTION CEREMONY GUIDELINES - FEBRUARY 28, 2025

THE POLICE COMMISSIONER WILL HOST A PROMOTION CEREMONY ON FRIDAY, FEBRUARY 28, 2025. ACCORDINGLY, PERSONNEL BEING PROMOTED ARE DIRECTED TO REPORT AT 0700 HOURS WITH THEIR I.D. CARD TO THE POLICE ACADEMY, LOCATED AT 130-30 28TH AVENUE, FLUSHING, NY, 2ND FLOOR, GYMNASIUM. 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. 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, FEBRUARY 28, 2025, ARE EXCUSED FROM ALL DUTY UNTIL 0700 HOURS, MARCH 1, 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 PROMOTEE'S 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 ZALESKI



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Friday, February 28th, 2025

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

TO DEPUTY CHIEF:

JOHN CORBISIERO	COD DVU
OSVALDO A NUNEZ	PBBX
JOHN J POTKAY	PBBX
SYLVESTER Y GE	TRP BUR

TO INSPECTOR:

NEIL W ZUBER	019 PCT
GENEVIEVE G ISOM	CT UNIT
KEVIN CHAN	PBQS

TO DEPUTY INSPECTOR:

ANGELICA AMAYA	SRG 04
SHAWN M TUTHILL	DB CRD
ROBERT N MORTENSEN	WARRSEC

TO PROBATIONARY CAPTAIN:

CHRISTOPHER P VINCENTI	068 PCT
MARK N KOSTA	083 PCT
FAKRUL ISLAM	TD 34
MARIO A RECINOS	CRC
PAUL G DONAHUE	IAB
MARIA F GILBERT	IAB
GRAHAM BRATHWAITE	SS DIV
MIROSLAV MARIC	HB
SEAN P FINNEGAN	113 DET
MATTHEW R GORMAN	JOINT ORG CRM TF

TO LIEUTENANT COMMANDER DETECTIVE SQUAD:

JAMES D REILLY	CT OSS
WILLIAM A BENEVENTANO	106 DET

TO LIEUTENANT SPECIAL ASSIGNMENT:

DANIEL J OGRADY	CTR DIV
STEPHANIE A MOUZAKITIS	PSA 5
DAVID MONZON	MOUNTED
JAMES LEE	PBMS SCOOTER

TO PROBATIONARY LIEUTENANT:

KATHERINE GUERRERO	POD
YESENIA GOMEZ	122 PCT
JOSHEP L PALAGUACHI	019 PCT
WILLIAM T FOLEY	CPK PCT
ADITYA K KANOJIA	032 PCT
AMAR ABBAS	047 PCT
FRANK J PARISI	072 PCT
EUMIR M FERRER	114 PCT
CHARLES A KOSA	121 PCT
KYLE A MURCOTT	PSA 2
TYRELL J HARDOMAN	IAB IU 12
PETER J CASSIDY	MGMT ANL
BESNIK BOJKOVIC	INT FIO PRG
KENNETH M RICE	LEG BUR
TERRENCE HOWARD	CAD CAS

TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

DALE B PERSAUD	JTTF
TANYA T AGARDYHUN	IAB
AKILAH D CAMPBELL	IAB
DAVID J ROBINSON	042 DET
JAMES A SINNOTT	062 DET
MATTHEW J WRIGHT	108 DET
BRENGIE J VASQUEZ	SVD IRTU

TO SERGEANT SPECIAL ASSIGNMENT:

RAYMOND NG	CW TRAF TF
WILLIE L BRIGGS	040 PCT
KELLY M PIERCE	041 PCT
GILOT LEMORIN	INT UOU
ADAM C TRIOLO	CCCS DLU
JOHN V STEWART	PB CAD
JOSEPH A DURANTE	ESS 05
NICHOLAS J MACCHIO	PBMS
CATHERINE A SMITH	QN SU ECT

TO DETECTIVE FIRST GRADE:

STEVEN M MCNEE	DB FEU
RIGEL M ZELEDON	MJT TF
GUIDO R TRIVINO	JTTF
NICOLAS R GOUZIEN	INT PSS
KEVIN J CANAVAN	BOMB SQ
RICHARD BABOOLAL	033 DET
SHIRLEY A CHAMBERS	DA BKLN
WILLIAM A BRAVO	QNROBSQ
SHAWN J RICKER	JOINT ORG CRM TF
GREGORY W SICILIANO	MONEY LAUND
SAI K BHARADWAJ	BX CHILD
JEREMY R VEIT	STR FORCE

TO DETECTIVE SECOND GRADE:

JUAN C INFANTE	CIV HIRING
CHRISTOPHER W PAUL	HWY CIS
WILFREDO BENITEZ	044 PCT
ROBERT O RIVERA	068 PCT
CHRISTOS PARASKEVOPOULOS	JTTF
MICHAEL CALLE	INT FIO PRG
JASON K MORGAN	INT CIS
RICHARD T SCHNEIDER	INT CIS
WANDA M CROOKS	INT EPU
WILLIAM J BUCKLEY	CCCS
PAMELA BENITES	IAB
ALICIA N STONE	IAB
KEITH R ARCE	ESU
TERRY J AVENT	ESU
JORGE H SALAZAR	ESS 09
MATTHEW MAURO	023 DET
CARLOS M MATOS	032 DET
CHRISTOPHER BRADY	044 DET
ANICIA T JOSEPH	078 DET
KATHERINE L SILJKOVIC	075 DET
LEIDDY K ZUBER	DPT INV
WAZIRI B RUMALA	DB FCTF
TOMAS A REYES	DB BNHM
ERIC H YEUNG	QN VICE
ERIK K NELSON	DRUG ENF TF
PAUL ORTIZ	NARCBBN
MONIQUE R BAKIRDJIAN	C SCENE
CHRISTOPHER T WELCH	STR FORCE

TO DETECTIVE INVESTIGATOR:

NECTOR J MARTINEZ	DBBX VIDEO
DENISE GARCIAALMONTE	INT FIO PRG
ANTHONY V RUBILOTTA	INT CIS
JOSEPH CUTAJAR	INT PSS
ERIC M AGUEROS	108 DET

TO DETECTIVE SPECIALIST:

MATTHEW J DECAGNA	CS BODY CAM
DEREK C POY	HWY STS
DANIELLE L CAREY	010 PCT
RAGHUNAN RAMROOP	061 PCT
JOSEPH P REYES	075 PCT
BERMALY I NUNEZ	079 PCT
MICHELE A COA	100 PCT
LUIS D SANDRES	PSA 3
ALEXANDER R SANCHEZ	PSA 5
DIONICIO A FERMINPEREZ	PSA 8
RICHARD R DURAN	INT UOU
SOOJIN KIM	CTR DIV
ELEINA G WHITE	STD
KATHERINE W GONZALEZ	OFF SUPV CH SRG
NICOLE L DILLON	ESU
DEVON D BROWN	ESU K9
ANDI GJECI	MOUNTED
CHERYL J FERRITO	BS SU ECT
MICHAEL J CONFORTI	HWY DIST



C I V I L I A N
P R O M O T I O N S

TO PROBATIONARY ADMINISTRATIVE PROCUREMENT ANALYST (NON-MANAGERIAL) :

JULIET O EKE PROP CLERK DIV
PING H FANG FISCAL AFFAIRS DIV

TO PROBATIONARY SUPERVISOR OF SCHOOL SECURITY:

ERICA FANTROY PBQS SS
LAKIESHA E JONES PBQN SS
*JASMINE MEDINA-VASQUEZ SSD YOUTH RESPONSE TEAM
*ANTOINETTE L CHARLES CTS ADMIN STAFF

*(PREVIOUS DESIGNATION OF GROUP LEADER IS DISCONTINUED)

TO PROBATIONARY PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL I:

RONDA L CHARLES PERS ORDERS DIV
ELISETTE MOJICA 072 PCT
TANESHA G CANIDATE 077 PCT
CRYSTAL N CALLOWAY 081 PCT
GERTRUDE P RIVAS PERF ANALYSIS UNIT

TO PROBATIONARY SUPERVISING POLICE COMMUNICATIONS TECHNICIAN:

LYDIA A ROBERTS COMM SEC
SHAQUANA P TRICE COMM SEC
JANIEL T WILCOX COMM SEC

TO PROBATIONARY ASSOCIATE TRAFFIC ENFORCEMENT AGENT LEVEL I:

SAMMORA J SMITH TSO INT RESP/SPEC EVENTS
SHIV K MOHESS MIDTOWN TRAFF T/F
MUHAMMAD M TARA MN TRAFF ENF UNIT
HUA GAO QN TRAFF ENF UNIT

TO PROBATIONARY SENIOR POLICE ADMINISTRATIVE AIDE:

KARA A DAVIS PERS ORDERS DIV
HASSANA HAMIDU-MAIGAH 010 PCT
TANISHA MARTINEZ 030 PCT

MELANIE VARGAS	063 PCT
JESSICA NIEVES	068 PCT
SHANAZZ T ENRIQUEZ	100 PCT
SHERRY A HOLDER	100 PCT
SUKRY JINNAH	TD 2
KIMBERLY K HUSEINOVSKI	006 DET SQD
ANEESHA M PEARSON	CAD PSYCH ASMNT SEC
KEVIN W TONG	LEGAL BUREAU
CAROL J CARSON	CJB COURT MONITORING UNIT 2 (MN/BX/QS/QN)
TIFFANY L DREPAUL	GRAND LARCENY DIV
WANDA I PEREZ	NARC BORO QNS NO

PARENT COMMANDS CONCERNED MUST ACKNOWLEDGE RECEIPT OF THIS
MESSAGE VIA PER1 OR CALL 646-610-8310

PARENT COMMANDS SHALL MAKE CERTAIN THAT ALL SUBORDINATE
UNITS AFFECTED BY THIS MESSAGE ARE NOTIFIED AS SOON AS POSSIBLE.

AUTHORITY: CHIEF OF PERSONNEL
OPER: LT ZALESKI