



PROMOTION CEREMONY GUIDELINES

PERSONNEL ORDERS DIVISION INFORMATION

Monday, December 23rd, 2024

FROM: PERSONNEL ORDERS DIVISION

TO: COMMANDS CONCERNED

SUBJECT: PROMOTION CEREMONY GUIDELINES - DECEMBER 23, 2024

THE POLICE COMMISSIONER WILL HOST A PROMOTION CEREMONY ON MONDAY, DECEMBER 23, 2024. ACCORDINGLY, PERSONNEL BEING PROMOTED ARE DIRECTED TO REPORT AT 0700 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, DECEMBER 23, 2024, ARE EXCUSED FROM ALL DUTY UNTIL 0700 HOURS, DECEMBER 24, 2024.

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, EQUAL EMPLOYMENT OPPORTUNITY 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.

AUTHORITY: CHIEF OF PERSONNEL
OPER: LT ZALESKI

PROMOTION CEREMONY
PERSONNEL ORDERS DIVISION INFORMATION
Monday, December 23rd, 2024

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 TO: COMMANDS CONCERNED
 SUBJECT: PROMOTION CEREMONY - DECEMBER 23, 2024

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

TO ASSISTANT CHIEF:

EDWARD A THOMPSON	889363	PCO
BRIAN C HENNESSY	922491	DB FEU

TO INSPECTOR:

JONATHAN P KORABEL	930498	047 PCT
JOSEPH E CAPPELMANN	930400	PBQN
SHIBU MADHU	944754	DBBS

TO DEPUTY INSPECTOR:

JACLYN M KEANE	948362	LEG BUR
DAVID J POGGIOLI	939236	083 PCT
CAROL E HAMILTON	930309	100 PCT
KARL B GEORGE	930208	PSA 1
CHARLES J CAMPISI	928008	DBQS

TO LIEUTENANT COMMANDER DETECTIVE SQUAD:

FRANK S GANDIOSI	944582	MTN DET
SHANNON D BROOKS	927964	032 DET
MIGUEL E SANCHEZ	940701	040 DET
SAMANTHA M CABRERA	941481	BX SVS

TO LIEUTENANT SPECIAL ASSIGNMENT:

MATTHEW D BAILEY	911010	005 PCT
JOSE R GARCIA	943276	041 PCT
KEITH KING	975918	112 PCT
MATTHEW T JOHNSON	940313	PBBX

TO PROBATIONARY LIEUTENANT:

JEFFERSON BURGOS	948716	CMD LVL TRN
LEI CUI	945634	QNS SAT
MALCOLM H JEROME	954005	CMD LVL TRN

ASHESH J PATEL	947663	IAB IU 22
DARIN LAZAR	943470	MTS PCT
JOEL POLANCO	953261	040 PCT
RAJUB K BHOWMIK	952463	043 PCT
RUIBING LIN	952998	063 PCT
MIGUEL J VIVAS	955642	069 PCT
MICHAEL G GEYER	952777	107 PCT
GREGORY M ACERRA	952380	122 PCT
DMITRIY G ZABROVSKIY	942922	INT CIS
MARVIN A LUIS	950787	INT EPU
ALEXANDER D AVDIC	950033	BLDG MAINT
STEPHEN A PERRETTA	937276	IAB
BLAKE TAYLOR	956295	SRG 3
PHILIP MIRANDA	940477	TRP BUR
JOHN NICOLOSI	950949	073 DET
SAMUEL S HUI	953978	075 DET
THOMAS P KNUDSEN	952942	109 DET
ANTHONY C DONATO	948904	NBBX MAJOR

TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

LUZ M VILLACORTA	939657	CAP UNIT
HARRY DELACRUZ	941272	MC/SQD
PATRICK J CHERRY	926676	DRUG ENF TF
VINCENZO DIMARTINO	944510	WARRSEC

TO SERGEANT SPECIAL ASSIGNMENT:

CARY M OLIVA	955272	023 PCT
BRIAN FRAGLIOSI	925308	042 PCT
DANIEL BARRETO	939904	113 PCT
RENEAE HARRIS	938640	TD 32
WESLEY B PERICONE	925907	PBSI

TO DETECTIVE FIRST GRADE:

JOANNA P ZAYAS	942910	SIL
BYRAN J LIVERPOOL	916068	ESU
JAMAL C KILKENNY	936866	AVIATION
KADIA Y SAUNDERS	946222	009 DET
MARISOL BONILLA	938088	090 DET
PEDRO D GOMEZ	936676	WARRSEC

TO DETECTIVE SECOND GRADE:

PABLO E RODRIGUEZ	947424	INT EPU
CHRISTIAN A QUEZADA	946137	CCCS DLU
ROBERT L STOSCH	918566	ESS 01
JOSEPH A CORDOVA	920154	ESS 09
RAPHAEL E SAAVEDRA	924444	AVIATION
PETER M COLOMBINI	938250	075 DET
STEPHEN FURNO	948028	121 DET
YEOMAN A CASTRO	939984	DB MSHM
ANTHONY M CALTABIANO	948733	DB BXHM
EMRAH K ATES	942967	DRUG ENF TF
SEKOU A BOURNE	924971	NARCBQS
DUDLEY G EWALD	943216	NBBS MAJOR

TO DETECTIVE INVESTIGATOR:

ANTONIOS GOUNARIS	957639	QN TCS
KELLY A FITZPATRICK	964514	009 DET
SEAN R GILBERT	958631	MTS DET
STEPHEN P ALLEN	969473	052 DET
CHRISTOPHER T LOCKWOOD	967966	075 DET

TO PROBATIONARY SUPERVISING POLICE COMMUNICATIONS TECHNICIAN:

TAMARA S GASKIN	365456	COMM SECTION
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TO PROVISIONAL ASSOCIATE INVESTIGATOR LEVEL I:

JACQUELINE O HO SANG	344652	LICENSE DIVISION
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TO PROBATIONARY SENIOR POLICE ADMINISTRATIVE AIDE:

ANTOINETTE D GUERRIDO-NEGRON	372137	041 PCT
JELISSA MENDEZ	372147	052 PCT
AMBER A WADE	372160	068 PCT
MARIE E VALENTI	374508	120 PCT
AMANDA ASTUDILLO	374050	STAFFING ADMIN SECTION
ANYA M BOYD	372118	MEDICAL DIV
WING CHUN IP	374054	CONTRACT ADMIN SECTION

TO PROVISIONAL ASSOCIATE FINGERPRINT TECHNICIAN LEVEL I:

JOANNA CHEN	375922	IDENT UNIT
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TO NON-COMPETITIVE INTELLIGENCE RESEARCH SPECIALIST LEVEL III:

JULIE A DOLLARD	370122	INTEL OAS
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TO NON-COMPETITIVE INTELLIGENCE RESEARCH SPECIALIST LEVEL II:

ALEXANDER B COHEN	369790	INTEL OAS
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TO NON-COMPETITIVE AGENCY ATTORNEY LEVEL III:

JACLYN C CZARNECKI	373382	CONTRACT ADMIN SECTION
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TO STAFF ANALYST LEVEL II:

RAYMOND MUI	363757	PAYROLL SECTION
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TO COMPUTER ASSOCIATE (OPERATIONS) LEVEL II:

FELIX A ROMERO	368186	ITSD BODY-WORN CAMERA UNIT
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TO ASSOCIATE TRAFFIC ENFORCEMENT AGENT LEVEL II:

MOHAMMED K ALAM	346400	MAN SO TRAFF ENF 2
NAYIBI D VERGARA	350376	MAN NO TRAFF ENF UNIT
KAREN D RANKINE	347479	BK SO TRAFF ENF UNIT
LEON D BROWN	345323	MIDTOWN TRAFF TF
WESLEY C ESTWICK	346208	MIDTOWN TRAFF TF
VIOLETA MATEESCU	354127	TRAFF ENF DIST ADMIN

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