



PROMOTION CEREMONY GUIDELINES

PERSONNEL ORDERS DIVISION INFORMATION

Friday, April 25th, 2025

**Tax ID numbers removed to protect member confidentiality*

FROM: PERSONNEL ORDERS DIVISION
TO: COMMANDS CONCERNED
SUBJECT: PROMOTION CEREMONY GUIDELINES - APRIL 25, 2025

THE POLICE COMMISSIONER WILL HOST A PROMOTION CEREMONY ON FRIDAY, APRIL 25, 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, APRIL 25, 2025, ARE EXCUSED FROM ALL DUTY UNTIL 0700 HOURS, APRIL 26, 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.

AUTHORITY: CHIEF OF PERSONNEL
OPER: LT ZALESKI



PROMOTION CEREMONY
PERSONNEL ORDERS DIVISION INFORMATION
Friday, April 25th, 2025

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 TO: COMMANDS CONCERNED
 SUBJECT: PROMOTION CEREMONY - APRIL 25, 2025

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

TO DEPUTY CHIEF:

BRUCE P CEPARANO	CD OFF
COURTNEY B NILAN	INT DIV
VINCENT J TAVALARO	PBQN

TO INSPECTOR:

JOSEPH T KERSTING	DB SIU
TAO CHEN	PBMS
LAVONDA M WISE	PBQN

TO DEPUTY INSPECTOR:

LUIGI CARRUBBA	122 PCT
WAHEED AKHTER	TD 23
ELTON D COHN	PSA 3

TO PROBATIONARY CAPTAIN:

ANGEL L CRESPO	040 PCT
PAWEL LACHOWSKI	048 PCT
EDSON GLORAGILLE	077 PCT
SASTRI K DRYSDALE	090 PCT
JAEWON KIM	108 PCT
JUNKAO ZHANG	PSA 8
MUHAMMAD AHMED	WTC CMD
LAIMUNDAS BRAZYS	SRG 1

TO LIEUTENANT COMMANDER DETECTIVE SQUAD:

ALBERTO A PUENTE	033 DET
DONALD G KUNST	079 DET

TO LIEUTENANT SPECIAL ASSIGNMENT:

NICHOLAS M PERAGINE
ROBERT MURRAY
KIMBERLY M MALDONADO
LATESHA S CALLAHAN

PBBS
MTN PCT
102 PCT
PB CAD

TO PROBATIONARY LIEUTENANT:

SILDA KOKOMECEI
LUIS ALICEA
DARNELL S JONES
ROBERT CIBOROWSKI
THOMAS J DAY
CARY M OLIVA
RAY SORIANO
DANNY LORA
MICHELLE FIGUEROA
MEGHAN A CABAN
FAYAZ KHAN
JORGE R POCASANGRE
SEAN R CONIKER
JASON LIN
ARTURO GOMEZ
KEVIN C KELLY
CARLOS A BARAHONA
YENNY PEREZ
MATTHEW J JAGODA
ROBERT B ORLANDO

IAB
IAB
IAB IU 10
ERMS PAS
005 PCT
023 PCT
043 PCT
045 PCT
061 PCT
072 PCT
081 PCT
112 PCT
MS CRIME ANL
M COURT
SRG 05
CRIME PREV
PBMN SCOOT
PBBN
MTS DET
032 DET

TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

STEVEN K SCOPINICH
ALVIN RODRIGUEZ
ARIANA E ESTEBAN
BRIAN P GRIBBIN
IAN S SCHEINBLUM

DBQS VIDEO
IAB
IAB IU 21
BN VICE
DRUG ENF TF

TO SERGEANT SPECIAL ASSIGNMENT:

JASON C CRAWFORD
GILBERT M VEGA
MANUEL L MERCEDES
DARYA V HANLEY
RICHARD J JONES

INT CDU
P S B
TB MCTF
FISCAL AFF
SRG 1

TO DETECTIVE FIRST GRADE:

ARNALDO A NUNEZ
MICHELLE MARTINEZ
ERICA MADDEN
THOMAS A MOORE

JTTF
IAB
111 DET
F S S

TO DETECTIVE SECOND GRADE:

KEVIN J MOCKEL
ANNA R CARRASCO
JOSE M SANTIAGO
LYHEEM R OLIVER
RICHARD ORTEGA
PENELOPE C SEAMAN
BRIAN P WARGO
MARKIAN T KOPYSTIANSKYJ
DENISE M MANFREDO
SASHA BRUGAL

PCO
VGANG TF
JTTF
INT EPU
INT EPU
ESU
ESS 04
SCUBA UNIT
108 DET
DB BXHM

SHELDON R SMITH
KARLINA CORTES
CARLOS M PAGAN
JAMES J ZOZZARO
MICHELE M MAZZA
VALERIE E MATTEO

DB BXHM
DB MNHM
DB MNHM
QS HOMICIDE
SI HOMICIDE
SI SVS

TO DETECTIVE INVESTIGATOR:

RACHEL C CORSO
NICOLAS SAVITT
DANIL DEMCHENKO
WILSON VERNELLY
KEVIN G NASH
CHRISTINA M ROMERO
SHENETTA D WALKER
ABEL DUPRES
ALEXANDRA R MICHAELS
SHADMAN ALAM
CHRISTOPHER M CHACON
VICENTE O MATIAS
MARTIN C MCMANUS
FELIX A RODRIGUEZ
DIMITRIOS SOTIRIOU
RYAN VALDEZ
NADIA V ALVAREZ
ASHLEY M HINES
ZACHARY J LAVENDER
REDMOND G MURPHY
HALA M SALEM
RICHARD I VALDEZ
JAMES D MIFSUD
DAKOTA L MYER
BIANCA P GONZALEZ
JAMES C FOWLER
KEVIN P GREANEY
MELODY K RAMIREZ
KOMIKO J CANDELARIOTOTH
JEAN C GERMOSEN
NEFI R NAVARRO
ELON Z JAMESROBINSON

CAP UNIT
INT DIV
INT OAS
INT OAS
IAB
IAB
TARU
041 DET
041 DET
102 DET
AC ZONE I
AC ZONE I
AC ZONE I
AC ZONE I
AC ZONE I
AC ZONE I
AC ZONE II
AC ZONE II
AC ZONE II
AC ZONE II
M SVS
BXROBSQ
QN VICE
NARCBQN
C SCENE
WARRSEC
WARRSEC
WARRSEC
SI SVS
NARCB BX
NARCB BX
NARC SI

TO DETECTIVE SPECIALIST:

DANIEL L TOSADO
DANIEL T DELPINO
MARLEGGNI JOAQUINREYES
DAJON S PANTON
MICHAEL A VOLLARO
MARIO E GUERRERO
MANDEEP S CHEEMA
IVAN R NUNEZ
ANTHONY S WILSON
EDWARD REYES
JOSEPH F SAFATLE
PIA J SMITHSANDS
TAMIKA S WILBOURN
KATHERINE ABREU

D C P I
CSO
TB ATU 1
001 PCT
024 PCT
063 PCT
102 PCT
TD 4
TD 33
BX CAS
MS CAS
BX CAS
HSG CAS
TB

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

TO ADMINISTRATIVE TRAFFIC ENFORCEMENT AGENT LEVEL M-II:

HARJINDER SINGH QS TRAFF ENF UNIT
(DESIGNATED DEPUTY DIRECTOR, FIELD OPERATIONS)

DESIGNATED OPERATIONS SUPERVISOR:

NICHOLAS D MARKATOS FLEET SERV DIV
(DESIGNATION OF DISTRICT SUPERVISOR IS DISCONTINUED)

TO ADMINISTRATIVE STAFF ANALYST (NON-MANAGERIAL) III:

MARINA ESTEVEZ SUPPORT SERV BUREAU
(DESIGNATED SUPERVISOR OF ADMINISTRATIVE OPERATIONS)

DESIGNATED DISTRICT SUPERVISOR:

BENJAMIN K ANATSUI FLEET SERV DIV

DESIGNATED DEPUTY DIRECTOR, PROPERTY CLERK DIVISION:

KONSTANTINA BANTOUNAS PROP CLERK DIV

TO PROBATIONARY ADMINISTRATIVE STAFF ANALYST (NON-MANAGERIAL) I:

SARAH B BARRANCA PRINTING SEC
(DESIGNATED EXECUTIVE ASSISTANT TO THE DEPUTY COMMISSIONER, SUPPORT SERVICES BUREAU)

DESIGNATED SUPERVISOR, CIVILIAN HIRING

UNIT: JASON V. THOMAS STAFF ADMIN SECTION

TO CERTIFIED IT ADMINISTRATOR (LAN/WAN) LEVEL IV:

JANE P BANZON INFO TECH SERV DIV

TO NON-COMPETITIVE AGENCY ATTORNEY LEVEL IV:

LAURA BLACKHOLT	LEGAL BUREAU
BRIAN M DERR	LEGAL BUREAU
JESSIE A MURPHY	LEGAL BUREAU

TO COMPUTER SPECIALIST (SOFTWARE) LEVEL

II: LUIS E TICONA	INFO TECH SERV DIV
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TO CERTIFIED IT ADMINISTRATOR (LAN/WAN) LEVEL II:

STEVEN CHEUNG	ITSD BODY-WORN CAMERA UNIT
GARY C CHEN	INFO TECH SERV DIV
THOMAS SIMO	INFO TECH SERV DIV

TO NON-COMPETITIVE CITY RESEARCH SCIENTIST LEVEL III:

JOAN A VARGAS	SIB PROJ MGMT OFF
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TO NON-COMPETITIVE AGENCY ATTORNEY LEVEL II:

SCOTT M HIGGINS	LEGAL BUREAU
STAVROULA KOUVARAS	DC DEPT ADVOCATE
SPENCER R STRESING	DC DEPT ADVOCATE

TO PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL III:

LAURA J SALERNO	123 PCT
RENEE L ATKINSON	DBBS
SYDELL MACK	HUMAN RES DIV
MELODY E NIEVES	INFO TECH BUREAU
ADRIENNE A ALLEN	CRIM JUST BUREAU

TO PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL II:

MARLA D LONEY	060 PCT
YOLANDA D KNIGHT	072 PCT
THELMA BORDEN	104 PCT

TO PROBATIONARY PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL I:

WYTINA S JOHNSON	069 PCT
CATHERINE F. ABDULLAH	076 PCT
CHRISTY C AYALA	EMPLOY RES SEC
ZADRIAN STEWART	CAD

ASHLEY R HARRIS-ALSTON
SELENA T CHERRY
CHARISMA S WEATHERSPOON

LIFE-SAFETY SYST DIV
PROF STANDARDS DIV
OPERATIONS DIV

TO PROBATIONARY ASSOCIATE TRAFFIC ENFORCEMENT AGENT LEVEL I:

MD M RASHED
KHONDOKAR A ABBAS
FAJLE E MIAH

MS TRAFF ENF 2
MS TRAFF ENF 6
SO INTERSECTION CTRL

TO PROBATIONARY SENIOR POLICE ADMINISTRATIVE AIDE:

TRIQUEL M DAVIS
CRYSTAL J MITCHELL
BRIANNA G RIOLLANO
LOURDES B FLORES
RHEA A MADERA
SHIKIMA R ATKINS
ANNE LIN

MTN PCT
024 PCT
122 PCT
PSA 9
MTN DET SQD
ESU
FORENSIC INV DIV

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