



PROMOTION CEREMONY GUIDELINES

PERSONNEL ORDERS DIVISION INFORMATION

Friday, January 31st, 2025

FROM: PERSONNEL ORDERS DIVISION
TO: COMMANDS CONCERNED
SUBJECT: PROMOTION CEREMONY GUIDELINES - JANUARY 31, 2025

THE POLICE COMMISSIONER WILL HOST A PROMOTION CEREMONY ON FRIDAY, JANUARY 31, 2025. 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, PROMOTEES 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 PROMOTEES 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 PROMOTEES 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, JANUARY 31, 2025, ARE EXCUSED FROM ALL DUTY UNTIL 0700 HOURS, FEBRUARY 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:

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| 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



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Friday, January 31st, 2025

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

TO ASSISTANT CHIEF:

ROBERTO RIOS	916523	JTTF
FRANCIS A GIORDANO	922419	OFFICE CCCS

TO INSPECTOR:

ERNESTO CASTRO	936322	DOHMH IL
YERLIN F MOYA	937147	043 PCT
KHANDAKAR ABDULLAH	942924	081 PCT
KENNETH S GORMAN	921387	TB BK

TO DEPUTY INSPECTOR:

LAUREN E FOSTER	940154	OFFICE CCCS
KURTIS V ROSE	946196	DBBX OP
JEFFREY M HEILIG	941886	F S S

TO PROBATIONARY CAPTAIN:

AUGUSTO O HERNANDEZ	935012	TD 4
ANA E VALENTINVEGA	931358	INT UOU
JUAN L NOLASCO	937196	IAB
ROY KIM	947132	SRG CMU
GARFIELD N EDMONDS	917075	TB BK

TO LIEUTENANT COMMANDER DETECTIVE SQUAD:

MAREK D NOWAK	932115	INT FIO PRG
RAFAEL A TOSADO	937928	GVSD Z2
MICHAEL J POMERANTZ	947364	STR FORCE

TO LIEUTENANT SPECIAL ASSIGNMENT:

JOHN J EVANS	925249	PSA 9
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TO PROBATIONARY LIEUTENANT:

KENNETH HO	940262	MED DIV
CASEY R KOLOKITHIAS	949174	CMD LVL TRN
KIHWAN SHIN	955484	030 PCT
NICHOLAS MUI	954158	072 PCT
PATRICK D HUGHES	954948	075 PCT
SEAN P ONEILL	950984	101 PCT
DEIDRE V BAILEY	929671	PSA 2
JOSEPH W CARLSEN	951586	SRG 05
JOSEPH F GONZALEZ	949046	PBMS SCOOTER
JOHN J ZANCA	952366	090 DET
DELVIS P GARCIA	945194	NARCBQS

TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

ARI L LEVINE	936945	INT CIS
NATIA KALANDADZE	945217	007 DET
ANTONIO CANNATA	943044	068 DET
MOHAMMAD U KHARAL	951871	Q SVS
VICTOR REYES	947510	NARCB BX
RAFAEL A MORALES	936053	NARCBMS

TO SERGEANT SPECIAL ASSIGNMENT:

SHIRNELL J WILLIAMS	942921	077 PCT
SALISHA P ALIRASUL	944981	114 PCT
LUIS D CABRERA	918802	115 PCT
RALPH P NICOLAS	942270	PSA 6
ATO O CADOGAN	934815	SIL
GARY J LOUISSAINT	928670	PSB IES

TO PROBATIONARY SERGEANT:

CANDICE C ESCARPETA	958553	DATA A&MAP
THOMAS R GERDING	952775	MANH TCS
BRIAN P COUGHLIN	958442	005 PCT
ANTHONY J MEDINA	951999	023 PCT
YIHONG FENG	959430	025 PCT
MATTHEW BRAZAS	953703	032 PCT
ASHLYN RODRIGUEZ	962059	040 PCT
RYESHAM R PAULINO	962667	041 PCT
MICHAEL A PHIPPS	965415	046 PCT
NELSON K MENA	957846	047 PCT
OLIVER JIMENEZ	964077	049 PCT
RAVENA SEONARINE	964763	052 PCT
SIMON Y NG	955260	067 PCT
DAVID G GIORDANO	958636	070 PCT
DIONNYS HERNANDEZ	961814	070 PCT
TALHA AHMAD	967741	071 PCT
LEONARDO D MONTIELBARRERA	953131	071 PCT
MICHAEL F YEN	963814	072 PCT
TERRANCE D DURITY	960486	075 PCT
HEKURAN B NEZIRI	957897	076 PCT
WILLIAM WANG	959359	107 PCT
CARLOS A RODRIGUEZ	962742	112 PCT
LOUIS E WIRTH	958173	113 PCT
JAMES M VASEK	962147	115 PCT
ANDY PAULINO	963202	122 PCT
KENNETH E MUNOZ	961967	TD 4
STEVEN D WALLACE	968185	TD 32
AMEER KHALID	960756	TD 34
PATRICK JEANBAPTISTE	958174	TB SSTF
CHARLES J BENNETTI	958307	PSA 1
JAMES C GENAU	967891	PSA 1
CHRISTOPHER S LICUL	954066	PSA 2

ENIS BEKTESEVIC	966961	PSA 3
ESTRELLA CESPEDES	967807	PSA 4
JASVIR SINGH	954342	PSA 5
ANTONIO ANTENUCCI	958258	D C P I
RALPH J GIORDANO	949031	FACIL MGMT
JASMINE T SWEAT	962825	CAB
JOSUE A VASSALLO	955627	TRP BUR
RANA L JOHNSON	943411	MS TIMES SQ
SASHA D MUNOZ	962633	HB
MATTHEW C VINZO	956320	034 DET
PATRICK C WALLACE	958159	043 DET
RYAN C BRADY	964402	044 DET
MICHAEL I SAID	965796	061 DET
MICHAEL A FRISCIA	962414	072 DET
PETER W AMORELLO	954485	073 DET
CHERYL A BAATZ	954512	CID ADMIN
DEVIN DARMALINGUM	958471	RTCC SMART
ANDY JEANCLAUDE	967932	NARCBBS

TO DETECTIVE FIRST GRADE:

FADI MANSOUR	928698	INT PSS
ROBERT J ARNOLD	924897	105 DET
STEPHANI A SANCHEZ	926067	NARCO CANINE

TO DETECTIVE SECOND GRADE:

ANTHONY WRIGHT	935991	104 PCT
KEITH P DSOUZA	943193	FORCE ID
JOSEPH V GIORDANO	925354	BOMB SQ
HUGH D GORDON	922437	ESS 05
ISAAC M KLEIN	938776	067 DET
CHERYL A WEISS	937719	072 DET
DESHAWN C WARE	937710	076 DET
DAVID PARAY	939173	081 DET
CLARESSA T PRIOR	947887	DET BUR
DANIELLE M KENNY	935106	Q SVS
ASHWANTIE MALARK	959113	BX VICE
EARL B LYNCH	914850	BN VICE
POLO BURGOS	943034	DB GVSD
BRANDON A RAVELO	948409	GVSD Z2

TO DETECTIVE INVESTIGATOR:

GREGORY R SMITH	940747	DCO DT
HARRIS BASIR	962941	INT FIO PRG
ELVIS F DURAN	946965	INT FIO PRG
KYROLLOS M EBRAHEEM	963500	INT FIO PRG
BRYANT KO	955018	INT FIO PRG
ARIDELY M ORTIZ	959017	INT FIO PRG
YORKT N PERALTADELJESUS	967645	INT FIO PRG
SHAMEEKA L SMITH	951280	INT FIO PRG
HECTOR E TAVERAS	955565	INT FIO PRG
GIOVANNI CUCUZZA	959573	INT CIS
JAMELLA N ABDULAI	948581	INT PSS
CANDICE M LONG	942073	IAB
YANVIER D MOREL	968648	019 DET
MARYDANIELLE S SESSOMS	963268	020 DET
JEOVANY GERONIMO	952776	046 DET
TYRA D HARRISON	971469	063 DET
MAXIM K PAUL	959051	075 DET
GEORGE A ROWEN	961208	077 DET
DEBBIE E JIMENEZ	959954	NARCBBN
CHARLES A DEFILIPO	961729	WARRSEC
ANDRE C GADDY	966581	WARRSEC
LAUREN P LUGO	958855	BK CHILD
GERARD T FORD	963994	NARCBMS

TO DETECTIVE SPECIALIST:

LATRAVIOTA P WELLS	929346	COD DVU
TERESA E LUIS	927785	077 PCT
DENNIS FERRER	921334	084 PCT
DANIEL C PATTON	930909	122 PCT
CATHERINE FARLEY	927940	TD 30
ETHEL T PINCKNEY	931499	CSO
MARK S LANDI	933913	HARBOR
CAROLINE A GEHM	936656	MOUNTED
MICHELLE L WHITE	953950	HB
IRMA E PIMENTEL	939230	H SP OP
JAMES L WONG	937751	HWY DIST

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

TO PROBATIONARY SUPERVISOR OF MECHANICS (MECHANICAL EQUIPMENT) LEVEL I:

DANIEL J JANKOWSKI	366426	FLEET SERV DIV
CHRISTOPHER SWANSON	359342	FLEET SERV DIV
KIYOSHI TOBARU	346241	FLEET SERV DIV
YURY TSYGUTKIN	359343	FLEET SERV DIV

TO PROBATIONARY PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL I:

HELENA DEJESUS	349962	077 PCT
PATRICE M JUDGE	349995	106 PCT
MIRIAM SANTANA	349963	SIB PROJ MGMT OFF
EVELYN Y DAVIS	349987	LEGAL BUREAU
SABRINA A RORIE	349358	PERF ANALYSIS UNIT
JESSICA SERRANO	350002	COD INVEST REVIEW SEC
ALBA L MAZZARELLI	349566	MAN SO TRAFF ENF 6

TO PROBATIONARY PRINCIPAL POLICE COMMUNICATIONS TECHNICIAN LEVEL I:

MICHELLE C MULLEN	367264	COMM SEC
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TO PROBATIONARY SUPERVISOR OF SCHOOL SECURITY:

*MARIO BERAS	334212	PBBXW SS
STACY M CORTES	358358	PBBN SS

*TABENA O NESBY	346844	PBQN SS
KISHA L. SHINN	348873	PBQN SS

*(PREVIOUS DESIGNATION OF GROUP LEADER IS DISCONTINUED)

TO PROBATIONARY SUPERVISING POLICE COMMUNICATIONS TECHNICIAN:

SCARLETTE L MARTIN-GREENE	362080	COMM SEC
ISRAEL ROSARIO	362064	COMM SEC
DURENE D WARD	362388	COMM SEC

TO PROBATIONARY ASSOCIATE TRAFFIC ENFORCEMENT AGENT LEVEL I:

PAPLU CHOWDHURY	368919	TSO INT RESP/SPEC EVENTS
MOHAMMAD J ALAM	368610	BN TRAFF ENF UNIT
STEFFORD VINCENT	351199	SO INTERSECTION CTRL
VANESSA PINA	363096	BK TOW POUND

TO PROBATIONARY SENIOR POLICE ADMINISTRATIVE AIDE:

STEPHANIE JIMENEZ	371492	034 PCT
ANTOINETTE S BRANDT	374047	061 PCT
JASMINE N DAVIS	371479	071 PCT
KAITLIN A EPPICH	371484	083 PCT
JENNIFER CASASOLA	371471	023 DET SQD
JENNA M D'AMICO	372125	122 DET SQD
SAMANTHA DUBOC	371482	DC MGMT & BUDGET
CHRISTY ROLDAN	363673	EQUIP SEC
MARYGRACE L TABING	371517	IN-SERVICE TRNG SEC
CORTNEY A SEABROOK	366373	BX COURT SEC
ANGELA R MURRAY	363774	BX CHILD ABUSE SQD

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