



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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PERSONNEL ORDERS DIVISION INFORMATION
Friday, February 28th, 2025

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 TO: COMMANDS CONCERNED
 SUBJECT: PROMOTION CEREMONY - FEBRUARY 28, 2025

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

TO DEPUTY CHIEF:

JOHN CORBISIERO	885437	COD DVU
OSVALDO A NUNEZ	918086	PBBX
JOHN J POTKAY	922987	PBBX
SYLVESTER Y GE	917668	TRP BUR

TO INSPECTOR:

NEIL W ZUBER	931483	019 PCT
GENEVIEVE G ISOM	933867	CT UNIT
KEVIN CHAN	938209	PBQS

TO DEPUTY INSPECTOR:

ANGELICA AMAYA	937978	SRG 04
SHAWN M TUTHILL	937659	DB CRD
ROBERT N MORTENSEN	935357	WARRSEC

TO PROBATIONARY CAPTAIN:

CHRISTOPHER P VINCENTI	944299	068 PCT
MARK N KOSTA	949180	083 PCT
FAKRUL ISLAM	932815	TD 34
MARIO A RECINOS	933236	CRC
PAUL G DONAHUE	923776	IAB
MARIA F GILBERT	938564	IAB
GRAHAM BRATHWAITE	943020	SS DIV
MIROSLAV MARIC	932957	HB
SEAN P FINNEGAN	943238	113 DET
MATTHEW R GORMAN	949049	JOINT ORG CRM TF

TO LIEUTENANT COMMANDER DETECTIVE SQUAD:

JAMES D REILLY	937350	CT OSS
WILLIAM A BENEVENTANO	921970	106 DET

TO LIEUTENANT SPECIAL ASSIGNMENT:

DANIEL J OGRADY	930857	CTR DIV
STEPHANIE A MOUZAKITIS	944560	PSA 5
DAVID MONZON	939062	MOUNTED
JAMES LEE	930421	PBMS SCOOTER

TO PROBATIONARY LIEUTENANT:

KATHERINE GUERRERO	948481	POD
YESENIA GOMEZ	946763	122 PCT
JOSHEP L PALAGUACHI	950999	019 PCT
WILLIAM T FOLEY	948338	CPK PCT
ADITYA K KANOJIA	950661	032 PCT
AMAR ABBAS	954452	047 PCT
FRANK J PARISI	953217	072 PCT
EUMIR M FERRER	943232	114 PCT
CHARLES A KOSA	949881	121 PCT
KYLE A MURCOTT	954164	PSA 2
TYRELL J HARDOMAN	949085	IAB IU 12
PETER J CASSIDY	948756	MGMT ANL
BESNIK BOJKOVIC	954556	INT FIO PRG
KENNETH M RICE	952164	LEG BUR
TERRENCE HOWARD	950599	CAD CAS

TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

DALE B PERSAUD	933172	JTTF
TANYA T AGARDYHUN	947703	IAB
AKILAH D CAMPBELL	932934	IAB
DAVID J ROBINSON	947408	042 DET
JAMES A SINNOTT	934188	062 DET
MATTHEW J WRIGHT	940872	108 DET
BRENGIE J VASQUEZ	949758	SVD IRTU

TO SERGEANT SPECIAL ASSIGNMENT:

RAYMOND NG	922868	CW TRAF TF
WILLIE L BRIGGS	933555	040 PCT
KELLY M PIERCE	948483	041 PCT
GILOT LEMORIN	935177	INT UOU
ADAM C TRIOLO	946344	CCCS DLU
JOHN V STEWART	946296	PB CAD
JOSEPH A DURANTE	923791	ESS 05
NICHOLAS J MACCHIO	935221	PBMS
CATHERINE A SMITH	914967	QN SU ECT

TO DETECTIVE FIRST GRADE:

STEVEN M MCNEE	937078	DB FEU
RIGEL M ZELEDON	923402	MJT TF
GUIDO R TRIVINO	927608	JTTF
NICOLAS R GOUZIEN	928409	INT PSS
KEVIN J CANAVAN	929820	BOMB SQ
RICHARD BABOOLAL	924906	033 DET
SHIRLEY A CHAMBERS	911622	DA BKLN
WILLIAM A BRAVO	927960	QNROBSQ
SHAWN J RICKER	925983	JOINT ORG CRM TF
GREGORY W SICILIANO	928874	MONEY LAUND
SAI K BHARADWAJ	939918	BX CHILD
JEREMY R VEIT	935920	STR FORCE

TO DETECTIVE SECOND GRADE:

JUAN C INFANTE	941928	CIV HIRING
CHRISTOPHER W PAUL	935470	HWY CIS
WILFREDO BENITEZ	947459	044 PCT
ROBERT O RIVERA	929046	068 PCT
CHRISTOS PARASKEVOPOULOS	927320	JTTF
MICHAEL CALLE	951581	INT FIO PRG
JASON K MORGAN	946032	INT CIS
RICHARD T SCHNEIDER	931978	INT CIS
WANDA M CROOKS	940129	INT EPU
WILLIAM J BUCKLEY	929795	CCCS
PAMELA BENITES	946728	IAB
ALICIA N STONE	952267	IAB
KEITH R ARCE	921929	ESU
TERRY J AVENT	932280	ESU
JORGE H SALAZAR	923098	ESS 09
MATTHEW MAURO	948091	023 DET
CARLOS M MATOS	933973	032 DET
CHRISTOPHER BRADY	922018	044 DET
ANICIA T JOSEPH	946502	078 DET
KATHERINE L SILJKOVIC	948933	075 DET
LEIDDY K ZUBER	936052	DPT INV
WAZIRI B RUMALA	937455	DB FCTF
TOMAS A REYES	935583	DB BNHM
ERIC H YEUNG	941257	QN VICE
ERIK K NELSON	942266	DRUG ENF TF
PAUL ORTIZ	943634	NARCBBN
MONIQUE R BAKIRDJIAN	925475	C SCENE
CHRISTOPHER T WELCH	947603	STR FORCE

TO DETECTIVE INVESTIGATOR:

NECTOR J MARTINEZ	949268	DBBX VIDEO
DENISE GARCIAALMONTE	947915	INT FIO PRG
ANTHONY V RUBILOTTA	957112	INT CIS
JOSEPH CUTAJAR	945638	INT PSS
ERIC M AGUEROS	961597	108 DET

TO DETECTIVE SPECIALIST:

MATTHEW J DECAGNA	944488	CS BODY CAM
DEREK C POY	936081	HWY STS
DANIELLE L CAREY	946471	010 PCT
RAGHUNAN RAMROOP	937839	061 PCT
JOSEPH P REYES	955373	075 PCT
BERMALY I NUNEZ	939796	079 PCT
MICHELE A COA	944213	100 PCT
LUIS D SANDRES	964752	PSA 3
ALEXANDER R SANCHEZ	959194	PSA 5
DIONICIO A FERMINPEREZ	957577	PSA 8
RICHARD R DURAN	928923	INT UOU
SOOJIN KIM	956799	CTR DIV
ELEINA G WHITE	952341	STD
KATHERINE W GONZALEZ	955673	OFF SUPV CH SRG
NICOLE L DILLON	944955	ESU
DEVON D BROWN	944392	ESU K9
ANDI GJECI	947034	MOUNTED
CHERYL J FERRITO	928966	BS SU ECT
MICHAEL J CONFORTI	950226	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	376476	PROP CLERK DIV
PING H FANG	346745	FISCAL AFFAIRS DIV

TO PROBATIONARY SUPERVISOR OF SCHOOL SECURITY:

ERICA FANTROY	351018	PBQS SS
LAKIESHA E JONES	352371	PBQN SS
*JASMINE MEDINA-VASQUEZ	355876	SSD YOUTH RESPONSE TEAM
*ANTOINETTE L CHARLES	354025	CTS ADMIN STAFF

*(PREVIOUS DESIGNATION OF GROUP LEADER IS DISCONTINUED)

TO PROBATIONARY PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL I:

RONDA L CHARLES	350956	PERS ORDERS DIV
ELISETTE MOJICA	350235	072 PCT
TANESHA G CANIDATE	350174	077 PCT
CRYSTAL N CALLOWAY	350191	081 PCT
GERTRUDE P RIVAS	350245	PERF ANALYSIS UNIT

TO PROBATIONARY SUPERVISING POLICE COMMUNICATIONS TECHNICIAN:

LYDIA A ROBERTS	366297	COMM SEC
SHAQUANA P TRICE	363705	COMM SEC
JANIEL T WILCOX	366335	COMM SEC

TO PROBATIONARY ASSOCIATE TRAFFIC ENFORCEMENT AGENT LEVEL I:

SAMMORA J SMITH	363539	TSO INT RESP/SPEC EVENTS
SHIV K MOHESS	363494	MIDTOWN TRAFF T/F
MUHAMMAD M TARA	370318	MN TRAFF ENF UNIT
HUA GAO	369610	QN TRAFF ENF UNIT

TO PROBATIONARY SENIOR POLICE ADMINISTRATIVE AIDE:

KARA A DAVIS	374453	PERS ORDERS DIV
HASSANA HAMIDU-MAIGAH	363372	010 PCT
TANISHA MARTINEZ	362129	030 PCT

MELANIE VARGAS	371523	063 PCT
JESSICA NIEVES	359272	068 PCT
SHANAZZ T ENRIQUEZ	371483	100 PCT
SHERRY A HOLDER	368654	100 PCT
SUKRY JINNAH	371576	TD 2
KIMBERLY K HUSEINOVSKI	371490	006 DET SQD
ANEESHA M PEARSON	358620	CAD PSYCH ASMNT SEC
KEVIN W TONG	374507	LEGAL BUREAU
CAROL J CARSON	372303	CJB COURT MONITORING UNIT 2 (MN/BX/QS/QN)
TIFFANY L DREPAUL	371569	GRAND LARCENY DIV
WANDA I PEREZ	326920	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