



PROMOTION CEREMONY GUIDELINES

PERSONNEL ORDERS DIVISION INFORMATION

Friday, March 28th, 2025

NOTE: Tax numbers are removed to protect MOS confidentiality

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

THE POLICE COMMISSIONER WILL HOST A PROMOTION CEREMONY ON FRIDAY, MARCH 28, 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, 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, MARCH 28, 2025, ARE EXCUSED FROM ALL DUTY UNTIL 0700 HOURS, MARCH 29, 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



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Friday, March 28th, 2025

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TO: COMMANDS CONCERNED
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U N I F O R M
P R O M O T I O N S

TO CHIEF OF TRAINING:

MARTINE N MATERASSO HB

TO CHIEF OF TRANSPORTATION:

OLUFUNMILOLA F OBE TRN BUR

TO CHIEF OF HOUSING:

CHARLES MCEVOY PBBS

TO DEPUTY CHIEF:

GREGORY T CLIFFORD OMAP
DAVID A WALL CT UNIT
THOMAS J CONNOLLY PBMS
DONALD M BOLLER DBQS

TO INSPECTOR:

RACHAEL KOSAK 067 PCT
ERIK G WOROBEY OPS DIV
CONOR WYNNE HWY DIST
MIGUEL J IGLESIAS DBBX

TO DEPUTY INSPECTOR:

MATTHEW D ZUSS SVD CAS
TAWEE THEANTHONG 049 PCT
DION HINDS 069 PCT
DAVID S MILLER SRG CMU

TO PROBATIONARY CAPTAIN:

JACK CONWAY CEREMONIAL
STACEY E COULTER IAB IU 53
WADY S MATA 047 PCT

JUSTIN C SIMMS	081 PCT
AIMAN K AHMED	121 PCT
ZAGHAM ABBAS	TD 34
RICHARD J SANTORA	CT OSS
OKELIE A BENTLEY	MED DIV
KEITH R GALLAGHER	ESU
PAUL M MELENDEZ	070 DET

TO LIEUTENANT COMMANDER DETECTIVE SQUAD:

LESLEY A CHARLES	IAB
ELYSE MARTINEZ	INT OAS
STAVROS SPANOS	WARRSEC

TO LIEUTENANT SPECIAL ASSIGNMENT:

KENNETH M OLSEN	CD OFF
KARYN M DELTORO	ERMS
ANTHONY W GUZZETTA	TB SOD
DOUGLAS M SCHACK	072 PCT
JOHN JATA	103 PCT
MAHBUBUR R KHAN	TD 4
OLIVER A CASTILLO	PSA 6
MARK A WARD	CCCS
STEVEN C CARABALLO	ESU

TO PROBATIONARY LIEUTENANT:

MATTHEW J HART	001 PCT
EMMANUEL MARCELINO	005 PCT
JEFFREY W PONTEBBI	020 PCT
BRIAN J BREITFELLER	025 PCT
ROBERT CANDELA	045 PCT
ROBERT S MUSOLINO	047 PCT
JONATHAN A METELUS	075 PCT
JESMAN S THOMAS	076 PCT
LINDIWE PLOUGH	088 PCT
KEVIN F BRABAZON	104 PCT
VIKASH SINGH	109 PCT
ALEXIS BRUNO	TD11
ANDREW LOGATTO	PSA 2
THOMAS J RILEY	PSA 7
STEVEN A COUNIHAN	OPS UNIT
JOSEPH L CAROLAN	INT FIO PRG
ORHAN M BAYRAM	IAB IU 34
JONATHAN ABADIA	IAB
NAQSHAIB ALTAF	IAB
STEPHEN E VAZQUEZ	IAB
ALEXANDER A BUSTAMANTE	SRG 1
SANDY A ESPINAL	020 DET
CARLOS R MORALES	045 DET
GEORGE M BATTCHER	BN OP NIGHT
SEAN E TRENTACOSTA	DB GVSD

TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

KENNY CHAN	IAB IU 41
JONATHAN R TAVERAS	INT CIS
JOHN R FATTORUSSO	DET BUR
BRITTNEY L SAXON	BK SVS
MARK A LEWIS	NARCBQS

TO SERGEANT SPECIAL ASSIGNMENT:

JOHN T PRITCHARD	TB CWPP
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STEPHEN D WARD
STEVEN J ANDERSEN
MICHAEL P BENEDETTO
MAKEDA B SIMS
MASHIEL M SANTOS
ANGEL V VAZQUEZ
CHRISTOPHER S ALAZRAKI
ANTHONY C RAMOS
SID L CAESAR
RONNETTE C COOPER

DATA A&MAP
PSA 9
STD
PSB IES
PBMN
TB RESPONSE
TB M
TB BK
HB
HBM

TO DETECTIVE FIRST GRADE:

RONALD GRAHAM
ALISTAIR J BASCOM
WILDER J SANCHEZ
DAVID J DEMELIA

INT CIS
001 DET
030 DET
GVSD Z2

TO DETECTIVE SECOND GRADE:

BRIAN A STRAUSS
MASSIEL C PAGES
ANDRES F GOMEZ
JAMES ANTOINE
KEVIN L TAGNOSKY
HAKIM J CONSTANTINE
JANIELLE E TROTMAN
RASHAD R VANDROSS
MICHAEL A MAINOLFI
GARRETT J MARSDEN
JESSICA A LOPEZ
CHRISTOPHER P SOTO
JASON C BRUNSON
DIAMOND A HOLMES
NICOLAS E PEREZ
ROBERT A CARBONE
TIMOTHY S MURPHY

PCO
VGANG TF
PSA 7
PSA 8
JTTF
ITB
IAB
IAB
ESS 06
HARBOR
SRG
PBMS
077 DET
DB CRD
QS HOMICIDE
NBQN MAJOR
WARRSEC

TO DETECTIVE INVESTIGATOR:

PAUL E CASELLA
AMBER P HARRISON
ANTHONY A SORY
COLLIN E DOWD
DEIDRA B BUMBREY

030 DET
113 DET
BX WARRANT SQD
WARRSEC
SI SVS

TO DETECTIVE SPECIALIST:

ALYSSA L CAREW
MICHAEL R PENNACCHIO
SHELDON S MAXWELL
GIOVANNY F SAENZ
LAHTIFA S CHISOLM
FRANKY JOSEPH
ANNIE S LOWERS
CHRISTOPHER R ABREU
RICHARD A YARUSSO
JOSEPH A NOTO
ALFREDO JEFF
RICHARD J LIVEMOND
JENNY PACHECO
PETER KIM
ALBERTO SAAVEDRA
VICTOR A BOAMAH
MICKEY YU
YOELDY E ESPINAL

TB SOD
TB SOD SP
061 PCT
077 PCT
081 PCT
081 PCT
112 PCT
115 PCT
115 PCT
120 PCT
TD 20
TD 32
CCCS
SRG
SRG 2
QS CAS
P S B
PBBX SU PST

BRIAN MUSZEL
ERIKA E ESPAILLAT

TB M
HBM

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

TO PROBATIONARY COMPUTER SYSTEMS MANAGER (NON-

MANAGERIAL) : MICHAEL X HUA

LSSD

TO NON-COMPETITIVE INTELLIGENCE RESEARCH SPECIALIST PD (DETAIL A) :

PETER M AJEMIAN

INTEL OAS

TO PROBATIONARY ADMINISTRATIVE MANAGER (NON-MANAGERIAL) I :

NAZZIE LIVERMAN-BROOKS
SANDER CANCEL
LISA L ELLIS
MARTHA JAIRALA
AWILDA E MASSENZA

CPK PCT
MEDICAL DIV
INFO TECH BUREAU
FISCAL AFFAIRS DIV
DC TRIALS

TO PROBATIONARY SUPERVISOR PLUMBER :

JASON L BONAVENTURA

CAMPUS MGMT SEC

TO PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL III :

KARAMJIT K PARMAR
KECHEA C BROWN

QNS COURT SEC
PBBX

TO PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL

II: GWENDOLYN BARR

TD 11

TO PROBATIONARY SUPERVISING POLICE COMMUNICATIONS

TECHNICIAN: RANDY J DELACRUZ

COMM SEC

MICHELLE DURAN
SHANEEKA M WILLIAMS

COMM SEC
COMM SEC

TO BOOKKEEPER LEVEL III:

THOMAS V VARUGHESE

TRAFF ENF DIST ADMIN

TO PROBATIONARY ASSOCIATE TRAFFIC ENFORCEMENT AGENT LEVEL I:

MD MASUD A BHUIYAN
HAFIZ B ISMAIL
MOHAMMED S HOSSAIN

TSO INT RESP/SPEC EVENTS
QN TRAFF ENF UNIT
NO INTERSECTION CTRL

TO PROBATIONARY SENIOR POLICE ADMINISTRATIVE AIDE:

ALEXANDRA AMON
RAYNEKA C THOMAS
DANETRA S WEST
SAMUEL VALENTIN
SAMMY LAU

001 PCT
TD 30
026 DET SQD
LEGAL BUREAU
BK COURT SEC

DESIGNATED GROUP LEADER:

SHEKILA J BRINSON
KAISUN K FOSTER
EMMA E HENDLEY
JOSE A CENTENO
MICHELLE GOUSSE
SUSAN V GREENIDGE
TIFFANY R REMBERT
NAOMI DECLET
KRYSTAL H RODRIGUEZ
ERIC COSME
LATISHA J ROGERS
BRENDA L CURRY
SHANISE M LIDDELL

PBMS SS
PBMN SS
PBBS SS
PBBN SS
PBBN SS
PBQS SS
PBQS SS
PBQN SS
PBQN SS
SSD
SSD
SSD JUV CRIME DESK
SSD JUV CRIME DESK

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