



PROMOTION CEREMONY GUIDELINES

PERSONNEL ORDERS DIVISION INFORMATION

Friday, August 25, 2023

FROM: PERSONNEL ORDERS DIVISION

TO: COMMANDS CONCERNED

SUBJECT: PROMOTION CEREMONY GUIDELINES - AUGUST 25, 2023

THE POLICE COMMISSIONER IS HOSTING A PROMOTION CEREMONY ON FRIDAY, AUGUST 25, 2023. 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 1000 HOURS.

GUESTS WILL NOT BE PERMITTED TO ENTER UNTIL 0900 HOURS. IT IS REQUESTED THAT GUESTS BE SEATED BY 0945 HOURS TO ENSURE THE TIMELINESS OF THE CEREMONY. CARPOOLING IS ENCOURAGED DUE TO LIMITED 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 THE 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, AUGUST 25, 2023, ARE EXCUSED FROM ALL DUTY UNTIL 0700 HOURS, AUGUST 26, 2023.

COMMANDING OFFICERS ARE DIRECTED TO ENSURE THEIR PROMOTEEES ARE FAMILIAR WITH THE APPROPRIATE ADMINISTRATIVE GUIDE PROCEDURES REGARDING PERSONAL APPEARANCE AND UNIFORM DRESS CODE REGULATIONS, TO ENSURE COMPLIANCE. THE RELATED PROCEDURES ARE LISTED BELOW FOR REFERENCE. THE PROMOTEE'S COMMANDING OFFICER OR DESIGNATED SUPERVISOR WILL INSPECT UNIFORMED MEMBERS OF THE SERVICE PRIOR TO THE PROMOTION CEREMONY AND RECORD THE RESULTS ON A "UNIFORM PROMOTION CHECKLIST." UNIFORM INSPECTION OF MEMBERS CONDUCTED AT THE UNIT/COMMAND LEVEL WILL BE SUBJECT TO REVIEW. **PROMOTEEES FOUND NOT IN COMPLIANCE WITH UNIFORM/PERSONAL APPEARANCE REGULATIONS WILL NOT BE PERMITTED TO PARTICIPATE IN THE CEREMONY.**

ADMINISTRATIVE GUIDE PROCEDURE: 304-07 PERSONAL APPEARANCE.
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: PO BARONE



PROMOTION CEREMONY

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Friday, August 25, 2023

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TO: COMMANDS CONCERNED

SUBJECT: PROMOTION CEREMONY - AUGUST 25, 2023

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

TO PROBATIONARY LIEUTENANT:

LESLEY Y BAILEY	940648	009 PCT
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TO PROBATIONARY SERGEANT:

ROBERT J BIANCO	950079	007 PCT
JOHN C SOTO	953432	009 PCT
AMIR J HAMDY	966096	019 PCT
KAMALJIT KAUR	963086	019 PCT
KEVIN W WEBER	948439	025 PCT
FIZGERALDA S HERNDONSOTO	944167	030 PCT
MICHAEL J CAROLAN	954607	032 PCT
CHRISTOPHER R HUGHES	954946	033 PCT
NARESH K PAUL	959052	033 PCT
STEPHEN A AYME	964901	034 PCT
GEORGE A RIVERA	965458	042 PCT
CHRISTOPHER J REGAN	962716	043 PCT
NITASHA JAIN	960717	061 PCT
DANIEL A COLLURA	961705	067 PCT
CHRISTOPHER GOETZ	964019	067 PCT
JESUS M VARGAS	951363	067 PCT
MOHAMMED RAHMAN	964717	067 PCT
KINETA K ELLIS	952706	068 PCT
ANTON K BAIRD	956407	071 PCT
DANIEL F SMITH	959994	072 PCT
CHRISTOPHER T BALDI	958283	073 PCT
ANTHONY J TRAPANI	959314	073 PCT
EVAN A COUCH	965013	078 PCT
GREYDY A MERCEDES	956926	079 PCT
MICHAEL J AMUNDSEN	960159	083 PCT
JASON KUANG	949185	090 PCT
NICHOLAS A WEBER	962160	090 PCT
JONATHAN G DONNELLY	960472	101 PCT
SASHAWN R CLARKE	958413	101 PCT
CHRISTOPHER T MARTINEZDEALMEIDA	966194	110 PCT
AMY J MINIER	962623	110 PCT
HUSSEIN H ELREDA	958548	112 PCT
MICHAEL R PECORARO	962004	114 PCT
ADAM MCNAB	959810	120 PCT
JAMES A TROIANIELLO	957230	122 PCT
CHRISTOPHER P BURNS	958352	PBMS SU PST

BRYAN KIM	950681	PBMS SU PST
SEAN C MARCHIADUCKWORTH	960869	PBQN SU PST
JONATHAN C MELFA	962609	PBSI SU FERRY
CRAIG A HAYNES	956730	TD 1
ASSAD MUNAWAR	957881	TD 3
SUN HU	956744	TD 4
ALEXANDER I DIAZ	963008	TD 12
JOSE L RODRIGUEZ	958017	TD 12
MOHAMMED M SHEIKH	962800	TD 12
ANTHONY ROSARIO	959160	TD 33
MICHAEL SALAS	954309	TD 33
LEONID KIZHNERMAN	962529	TD 1 LTP
JORGE L LOPEZ	958830	TD 1 LTP
JOEL KWOK	951893	PSA 4
SARA HOSEIN	965195	PSA 5
JOSE R CORDERO	956547	PSA 7
KATIA C COLLADO	938245	PSA 8
TYLER J CUCCI	960411	PSA 9
BRITTANY T PRICE	961122	HBM RT
ERIC S GUTIERREZ	954903	FORCE ID
LUIS REYES	959927	INT FIO PRG
NICHOLAS A SCHIRALDI	958061	INT FIO PRG
WILLIAM E FINAN	936598	INT OAS
STANISLAV ZUBYK	957307	INT OAS
KEN LEI	956835	INT UOU
TAMIM A CHOUDHURY	950210	WTC CMD
TONIANN GROTH	957645	CRC
JASON CORREA	956550	SPRING 3100
MIGUEL A GONZALEZ	954883	LEG BUR
ALAN D LITVIN	966170	LEG BUR
KEVIN C MACFADDEN	956862	DCLR
KAREN E SEIDLER	959977	DCLR
ATHANASI N TERNAS	943872	SPL TRN
JONATHAN J RIVERA	949549	ESS 2
JEFFERSON DUONG	958532	AVIATION
WILLIAM H MACKAY	961416	MOUNTED
MARC H ASSAEL	960179	SRG 1
ERROL J MURPHY	953161	SRG 1
ROBERT J MAXCY	957827	024 DET
SATINDERPAL SINGH	955500	043 DET
DWAYNE I HODGE	949270	068 DET
SONEY VARGHESE	957246	081 DET
ANTHONY GAZIS	952770	115 DET
MICHAEL P LAM	963106	121 DET
THOMAS J FERRARO	960533	BK TRAN ROB
MIKE MORALES	956188	NARCBMS
RAFAL JANKOWSKI	957708	NARCBQN
JOSEPH SCAGLIONE	959205	NARCBBN
RUBEN D GUERRERO	953935	WARRSEC

TO DETECTIVE INVESTIGATOR:

ANTHONY M ALVINO	961613	INT FIO PRG
JULIO C FERREIRA	961760	IAB
KENNETH R FLYNN	959639	043 DET
WILLIAM M GREEN	936700	050 DET
SALVATORE PARNESE	965399	DB CRD
VICTOR V VILLARREAL	951397	BS GRAND LARC
ASHLYNN V SARUBBI	965513	BX TRAN ROB
WILLIAM J DAWSON	955858	WARRSEC
ANGELA V POLANCOBRITO	939240	WARRSEC

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

TO NON-COMPETITIVE EXECUTIVE AGENCY COUNSEL LEVEL M-I:

LESA MOORE 350986 LEGAL BUREAU
(DESIGNATED DIRECTOR, FOIL MATTERS)

KIMBERLEE A SCALIA 368197 CONTRACT ADMIN SEC
(DESIGNATED DIRECTOR, CONTRACT MANAGEMENT AND ADMINISTRATION)

DESIGNATED DEPUTY DIRECTOR, GRANTS UNIT:

ANTHONY F D'ANNA 358817 GRANTS UNIT

TO PROBATIONARY ADMINISTRATIVE MANAGER (NON-MANAGERIAL) II:

CAROL R GRIFFITH 325255 SPECIAL INV DIV
(DESIGNATED PERSONNEL ADMINISTRATIVE MANAGER, DETECTIVE BUREAU)

TO PROBATIONARY ADMINISTRATIVE MANAGER (NON-MANAGERIAL) I:

SHERRY L DAVIS 323366 MEDICAL DIV

TO PROBATIONARY ADMINISTRATIVE TRAFFIC ENFORCEMENT AGENT (NON-MANAGERIAL):

MD KAMARUZZAMAN 361365 MN TRAFF ENF UNIT
LAURA M ARROYO 348551 QN TRAFF ENF UNIT

TO PROBATIONARY ADMINISTRATIVE MANAGEMENT AUDITOR (NON-MANAGERIAL):

XIU LING LIN 359104 AUDITS & ACCTS UNIT

TO PROBATIONARY PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL I:

SHERRAINE D NASHARTY 339230 PERS ORDERS DIV
DELORES BRYAN-NELSON 337655 110 PCT
LETICIA HOWARD 338781 PSA 2
TRILBY A GRAHAM 337873 CAD PSYCH ASMNT SEC
STACEY A LORD 341805 SUPPORT SERV DIV

TO PROBATIONARY SENIOR POLICE ADMINISTRATIVE AIDE:

KIM H TA 356117 PERS ORDERS DIV
YVETTE DILLARD 324374 079 PCT
SHARICE L FAULKNER 366368 084 PCT
THERESA FREEMAN 363242 102 PCT
ELIZABETH ORTEGA 363234 10/12 HR TOUR TIMEKEEPING
COURTNEY E HODGES 364571 LICENSE DIV
DENASIA L MACK 365756 TRAINING BUREAU
ALANA A DOORNICK 354417 DC COLLAB POLICING
VIRNA L COCHRAN 362151 QNS CT SEC
ANDREE M FORD 324900 AUXILIARY POLICE SEC

TO NON-COMPETITIVE COMMUNITY ASSOCIATE:

JULIAN O OVALLES GARCIA 370910 COMMUNITY OUTREACH DIV

TO COMPUTER OPERATIONS MANAGER LEVEL M-III:

JAVAD K KESHTGAR	365070	IT PROGRAM MGMT
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TO NON-COMPETITIVE AGENCY ATTORNEY LEVEL IV:

JOSHUA M LEVIN 372637 LEGAL BUREAU

TO HEALTH SERVICES MANAGER (NON-MANAGERIAL) II:

MICHAEL SACHELARI 327143 CARDIO FITNESS UNIT
(DESIGNATION OF DIRECTOR, CARDIOVASCULAR FITNESS UNIT CONTINUED)

TO ADMINISTRATIVE STAFF ANALYST (NON-MANAGERIAL) II:

ELETHIA M MURRAY 355956 SSD
(DESIGNATED DEPUTY DIRECTOR, TIMEKEEPING)

TO TELECOMMUNICATIONS ASSOCIATE (DATA) LEVEL IV:

LUIGI APONE	371548	ITSD BODY WORN CAM UNIT
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TO NON-COMPETITIVE AGENCY ATTORNEY LEVEL III:

LAUREN M CIRRITO 368645 LEGAL BUREAU

TO PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL III:

MARCIA N EDWARD	351781	PERS ORDERS DIV
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TO PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL II:

ELEANOR NJOHEWANE	323700	INFO TECH SERV DIV
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TO EVIDENCE & PROPERTY CONTROL SPECIALIST LEVEL II:

JIN HING CHIN 367801 009 PCT

TO AUTOMOTIVE SERVICE WORKER LEVEL II:

EFRAIN M ARZOLA	370232	FLEET SERV SEC
ANTHONY J RAMIREZ	374309	FLEET SERV SEC

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: PO BARONE