



AFTERNOON PROMOTION CEREMONY GUIDELINES

PERSONNEL ORDERS DIVISION INFORMATION

Tuesday, November 21, 2023

FROM: PERSONNEL ORDERS DIVISION

TO: COMMANDS CONCERNED

SUBJECT: AFTERNOON PROMOTION CEREMONY GUIDELINES - NOVEMBER 21, 2023

THE POLICE COMMISSIONER IS HOSTING A PROMOTION CEREMONY ON TUESDAY, NOVEMBER 21, 2023. ACCORDINGLY, PERSONNEL BEING PROMOTED ARE DIRECTED TO REPORT AT 1100 HOURS WITH THEIR I.D. CARD TO POLICE HEADQUARTERS, ONE POLICE PLAZA, 2ND FLOOR. THE CEREMONY WILL COMMENCE AT 1400 HOURS.

GUESTS WILL NOT BE PERMITTED TO ENTER UNTIL 1300 HOURS AND MUST BE SEATED BY 1345 HOURS TO ENSURE THE TIMELINESS OF THE CEREMONY. ADDITIONALLY, DUE TO SEATING AVAILABILITY CONSTRAINTS, IT IS REQUESTED THAT PROMOTEEES LIMIT THE NUMBER OF GUESTS ATTENDING. CARPOOLING IS ALSO ENCOURAGED DUE TO LIMITED AVAILABLE PARKING.

PLEASE NOTE: IN ORDER TO PROVIDE ENOUGH SEATING FOR PROMOTEEES' FAMILIES AND GUESTS, ALL MEMBERS OF THE SERVICE ATTENDING WILL BE DIRECTED TO THE FOLLOWING ALTERNATE VIEWING AREAS WHERE THE CEREMONY WILL BE LIVE-STREAMED. EVENT STAFF WILL BE AVAILABLE TO GUIDE MEMBERS TO THESE DESIGNATED AREAS UPON THEIR ARRIVAL:

1. MULTI-PURPOSE ROOM LOCATED ON THE 1ST FLOOR
2. PRESS ROOM LOCATED ON THE 2ND FLOOR

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 1800 HOURS, NOVEMBER 21, 2023, ARE EXCUSED FROM ALL DUTY UNTIL 0700 HOURS, NOVEMBER 22, 2023.

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. NO BEARDS OR GOATEES LONGER THAN 1/2 INCH **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, EQUAL EMPLOYMENT OPPORTUNITY 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.
	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



AFTERNOON PROMOTION CEREMONY

PERSONNEL ORDERS DIVISION INFORMATION

Tuesday, November 21, 2023

FROM: PERSONNEL ORDERS DIVISION

TO: COMMANDS CONCERNED

SUBJECT: AFTERNOON PROMOTION CEREMONY - NOVEMBER 21, 2023

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

TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

JONATHAN W AJELLO	934375	EEO INV UNIT
EDWIN Y CHING	917418	INT FIO PRG
DMITRIY G ZABROVSKIY	942922	INT CIS
RONNIE CAUCHI	955799	IAB

TO SERGEANT SPECIAL ASSIGNMENT:

MICHAEL C LAZAROU	936922	PB CAD
ELVIN GASHI	936041	SRG 2
CARLOS J HILLS	923443	SRG 04
NADIRAH N HANNA	930311	P S B

TO PROBATIONARY SERGEANT:

JENNIFER C CARLEY	964343	001 PCT
FRANK J FABER	957570	005 PCT
KACHUN CHEUNG	963454	006 PCT
JESUS A DELOSSANTOS	959580	019 PCT
ALEX SERVIA	955471	019 PCT
FARHAN RAZZAK	957072	CPK PCT
WILLEM EDOUARD	960490	020 PCT
TENZIN PENPA	963688	025 PCT
NICHOLAS R RAGONE	959910	025 PCT
PAUL K ALTARO	958235	030 PCT
DAVID X TOBAR	961374	032 PCT
DIONIS REYES	959126	043 PCT
MICHAEL T COURTNEY	962329	044 PCT
ANGEL J RIVERA	959932	047 PCT
TIQUAN E CARRUTHERS	950163	048 PCT
RAUDIN L CRUZ	958451	052 PCT
THOMAS J PETRONIS	957032	060 PCT
JOHN J BRENNAN	960275	063 PCT
HENRY COHETERO	964448	067 PCT
JOSEPH A FORMANTES	950430	067 PCT
MOHAMMED A RAHIM	959106	067 PCT
KEVIN M ANDERSON	962925	068 PCT

JOHN P OROURKE	965378	069 PCT
KYLE C SFORZA	964287	072 PCT
ELVIS E GALE	954835	073 PCT
JOSE A JIMENEZ	966645	079 PCT
BOGDAN SZURANT	958107	079 PCT
JUNXIAN WU	964846	084 PCT
JOSE D CONTRERAS	958427	094 PCT
KIMBERLY A ZAWALICH	952368	094 PCT
JUSTIN N DAVIS	963947	102 PCT
DEAN M GARCIA	954848	105 PCT
BENNETT Y CHOI	950207	106 PCT
DAVID O CORTES	950233	108 PCT
THOMAS J YOO	963815	112 PCT
ELIAS BARDIS	957357	114 PCT
CHRISTOPHER R SERIO	953388	120 PCT
DANIEL MURRO	964183	121 PCT
JADD K ZAHRIEH	965635	122 PCT
LUDIN L LOPEZ	959768	TD 12
JONG S PARK	955297	TD 20
OSVALDO C CONTRERAS	959565	TD 30
YEVGENIY S SAULKIN	961247	TD 32
MAX K CHEUNG	958401	TB SSTF
JORGE A VAZQUEZ	951375	PSA 1
ROBERT P WIHLBORG	961449	PSA 2
JOSEPH GRASSO	965151	PSA 5
MERTCAN KOZAN	959739	PSA 5
GHULAM S ANWAR	965933	PSA 7
EDUARDO L MOSQUEA	963662	PSA 7
RICHARD L BROWN	948703	INT FIO PRG
LEVAR STOCKTON	934206	INT CIS
JOHN G BUCKMAN	954575	CRC
SHASHAWTA B NATH	959840	CAD CAS
SONIA M RANDAZZO	959119	IAB
IMRAN MAHMOOD	962566	IAB
ALAN D THOMAS	958116	M COURT
MAHER L KADER	964580	SRG 2
ROBERT J HOUSTON	962483	SRG 3
JOSEPH F MAURO	949940	SRG 4
AZIZ DIN	966036	CAB
VIKTORIA FIANDOLA	960248	BS CAS
FAWZI A ALGAHITI	952393	CAB COD
MATEUSZ WIEROMIEJCZYK	963332	CAB COD
JOSE O ESPINAL	951717	MS TIMES SQ
MICHAEL A NOLASCO	958992	MS TIMES SQ
JOSEPH C SCHNEIDER	955461	PBQS SU PST
JOHN L DOMINGUEZ	963967	BN SU CRT
DAMING WU	957296	TD 01 LTP
JOSE H JIMENEZ	959712	TB ATU
NICHOLAS J DEMETRIUS	957531	HBK RT
ALEXANDER GONZALEZ	950512	MTS DET
ALLEN J MOORE	950912	023 DET
FLORENC DCAJ	960416	M TRANS RB SQD
JACK L DAGNESE	948842	MAJOR INV 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