



PROMOTION CEREMONY GUIDELINES

PERSONNEL ORDERS DIVISION INFORMATION

Friday, March 28th, 2025

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, 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, 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.
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AUTHORITY: CHIEF OF PERSONNEL
 OPER: LT ZALESKI



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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	925686	HB
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TO CHIEF OF TRANSPORTATION:

OLUFUNMILOLA F OBE	905567	TRN BUR
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TO CHIEF OF HOUSING:

CHARLES MCEVOY	895710	PBBS
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TO DEPUTY CHIEF:

GREGORY T CLIFFORD	934655	OMAP
DAVID A WALL	923337	CT UNIT
THOMAS J CONNOLLY	883265	PBMS
DONALD M BOLLER	901195	DBQS

TO INSPECTOR:

RACHAEL KOSAK	944994	067 PCT
ERIK G WOROBEY	932229	OPS DIV
CONOR WYNNE	937761	HWY DIST
MIGUEL J IGLESIAS	941926	DBBX

TO DEPUTY INSPECTOR:

MATTHEW D ZUSS	926343	SVD CAS
TAWEE THEANTHONG	933406	049 PCT
DION HINDS	936771	069 PCT
DAVID S MILLER	911741	SRG CMU

TO PROBATIONARY CAPTAIN:

JACK CONWAY	923699	CEREMONIAL
STACEY E COULTER	943110	IAB IU 53
WADY S MATA	935264	047 PCT

JUSTIN C SIMMS	937542	081 PCT
AIMAN K AHMED	936104	121 PCT
ZAGHAM ABBAS	944301	TD 34
RICHARD J SANTORA	940711	CT OSS
OKELIE A BENTLEY	936196	MED DIV
KEITH R GALLAGHER	938517	ESU
PAUL M MELENDEZ	942188	070 DET

TO LIEUTENANT COMMANDER DETECTIVE SQUAD:

LESLEY A CHARLES	932451	IAB
ELYSE MARTINEZ	933969	INT OAS
STAVROS SPANOS	943839	WARRSEC

TO LIEUTENANT SPECIAL ASSIGNMENT:

KENNETH M OLSEN	943629	CD OFF
KARYN M DELTORO	925175	ERMS
ANTHONY W GUZZETTA	947056	TB SOD
DOUGLAS M SCHACK	931175	072 PCT
JOHN JATA	943398	103 PCT
MAHBUBUR R KHAN	933893	TD 4
OLIVER A CASTILLO	946838	PSA 6
MARK A WARD	942687	CCCS
STEVEN C CARABALLO	932412	ESU

TO PROBATIONARY LIEUTENANT:

MATTHEW J HART	954918	001 PCT
EMMANUEL MARCELINO	951964	005 PCT
JEFFREY W PONTEBBI	951074	020 PCT
BRIAN J BREITFELLER	952487	025 PCT
ROBERT CANDELA	955782	045 PCT
ROBERT S MUSOLINO	952041	047 PCT
JONATHAN A METELUS	950883	075 PCT
JESMAN S THOMAS	953478	076 PCT
LINDIWE PLOUGH	956174	088 PCT
KEVIN F BRABAZON	953701	104 PCT
VIKASH SINGH	951265	109 PCT
ALEXIS BRUNO	952502	TD11
ANDREW LOGATTO	950765	PSA 2
THOMAS J RILEY	956200	PSA 7
STEVEN A COUNIHAN	952620	OPS UNIT
JOSEPH L CAROLAN	953730	INT FIO PRG
ORHAN M BAYRAM	954537	IAB IU 34
JONATHAN ABADIA	948173	IAB
NAQSHAIB ALTAF	951498	IAB
STEPHEN E VAZQUEZ	955626	IAB
ALEXANDER A BUSTAMANTE	950133	SRG 1
SANDY A ESPINAL	948939	020 DET
CARLOS R MORALES	948253	045 DET
GEORGE M BATTCHER	954530	BN OP NIGHT
SEAN E TRENTACOSTA	952302	DB GVSD

TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

KENNY CHAN	926460	IAB IU 41
JONATHAN R TAVERAS	953469	INT CIS
JOHN R FATTORUSSO	945710	DET BUR
BRITTNEY L SAXON	949630	BK SVS
MARK A LEWIS	954060	NARCBQS

TO SERGEANT SPECIAL ASSIGNMENT:

JOHN T PRITCHARD	945666	TB CWPP
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STEPHEN D WARD	948438	DATA A&MAP
STEVEN J ANDERSEN	942952	PSA 9
MICHAEL P BENEDETTO	948654	STD
MAKEDA B SIMS	942965	PSB IES
MASHIEL M SANTOS	943782	PBMN
ANGEL V VAZQUEZ	951374	TB RESPONSE
CHRISTOPHER S ALAZRAKI	949978	TB M
ANTHONY C RAMOS	933226	TB BK
SID L CAESAR	932396	HB
RONNETTE C COOPER	948810	HBM

TO DETECTIVE FIRST GRADE:

RONALD GRAHAM	938605	INT CIS
ALISTAIR J BASCOM	932301	001 DET
WILDER J SANCHEZ	894339	030 DET
DAVID J DEMELIA	980339	GVSD Z2

TO DETECTIVE SECOND GRADE:

BRIAN A STRAUSS	949918	PCO
MASSIEL C PAGES	953211	VGANG TF
ANDRES F GOMEZ	951774	PSA 7
JAMES ANTOINE	953639	PSA 8
KEVIN L TAGNOSKY	946566	JTTF
HAKIM J CONSTANTINE	967822	ITB
JANIELLE E TROTMAN	939610	IAB
RASHAD R VANDROSS	929292	IAB
MICHAEL A MAINOLFI	924111	ESS 06
GARRETT J MARSDEN	938941	HARBOR
JESSICA A LOPEZ	928306	SRG
CHRISTOPHER P SOTO	924516	PBMS
JASON C BRUNSON	944393	077 DET
DIAMOND A HOLMES	956740	DB CRD
NICOLAS E PEREZ	945390	QS HOMICIDE
ROBERT A CARBONE	945552	NBQN MAJOR
TIMOTHY S MURPHY	960990	WARRSEC

TO DETECTIVE INVESTIGATOR:

PAUL E CASELLA	946834	030 DET
AMBER P HARRISON	971468	113 DET
ANTHONY A SORY	962817	BX WARRANT SQD
COLLIN E DOWD	964493	WARRSEC
DEIDRA B BUMBREY	959387	SI SVS

TO DETECTIVE SPECIALIST:

ALYSSA L CAREW	945597	TB SOD
MICHAEL R PENNACCHIO	925897	TB SOD SP
SHELDON S MAXWELL	960089	061 PCT
GIOVANNY F SAENZ	942489	077 PCT
LAHTIFA S CHISOLM	960367	081 PCT
FRANKY JOSEPH	940320	081 PCT
ANNIE S LOWERS	951942	112 PCT
CHRISTOPHER R ABREU	966922	115 PCT
RICHARD A YARUSSO	973860	115 PCT
JOSEPH A NOTO	934030	120 PCT
ALFREDO JEFF	954975	TD 20
RICHARD J LIVEMOND	955071	TD 32
JENNY PACHECO	966758	CCCS
PETER KIM	951872	SRG
ALBERTO SAAVEDRA	954308	SRG 2
VICTOR A BOAMAH	965952	QS CAS
MICKEY YU	958185	P S B
YOELDY E ESPINAL	963505	PBBX SU PST

BRIAN MUSZEL
ERIKA E ESPAILLAT

956122
946685

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 348687 LSSD

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

PETER M AJEMIAN 354723 INTEL OAS

TO PROBATIONARY ADMINISTRATIVE MANAGER (NON-MANAGERIAL) I :

NAZZIE LIVERMAN-BROOKS	332877	CPK PCT
SANDER CANCEL	326279	MEDICAL DIV
LISA L ELLIS	329577	INFO TECH BUREAU
MARTHA JAIRALA	333134	FISCAL AFFAIRS DIV
AWILDA E MASSENZA	337600	DC TRIALS

TO PROBATIONARY SUPERVISOR PLUMBER:

JASON L BONAVENTURA 362306 CAMPUS MGMT SEC

TO PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL III:

KARAMJIT K PARMAR	329753	QNS COURT SEC
KECHEA C BROWN	352122	PBBX

TO PRINCIPAL ADMINISTRATIVE ASSOCIATE LEVEL II:

GWENDOLYN BARR 319707 TD 11

TO PROBATIONARY SUPERVISING POLICE COMMUNICATIONS TECHNICIAN:

RANDY J DELACRUZ 365454 COMM SEC

MICHELLE DURAN	364137	COMM SEC
SHANEEKA M WILLIAMS	363698	COMM SEC

TO BOOKKEEPER LEVEL III:

THOMAS V VARUGHESE	342991	TRAFF ENF DIST ADMIN
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TO PROBATIONARY ASSOCIATE TRAFFIC ENFORCEMENT AGENT LEVEL I:

MD MASUD A BHUIYAN	359328	TSO INT RESP/SPEC EVENTS
HAFIZ B ISMAIL	364871	QN TRAFF ENF UNIT
MOHAMMED S HOSSAIN	364878	NO INTERSECTION CTRL

TO PROBATIONARY SENIOR POLICE ADMINISTRATIVE AIDE:

ALEXANDRA AMON	371466	001 PCT
RAYNEKA C THOMAS	371596	TD 30
DANETRA S WEST	368170	026 DET SQD
SAMUEL VALENTIN	374509	LEGAL BUREAU
SAMMY LAU	371580	BK COURT SEC

DESIGNATED GROUP LEADER:

SHEKILA J BRINSON	351747	PBMS SS
KAISUN K FOSTER	357539	PBMN SS
EMMA E HENDLEY	347793	PBBS SS
JOSE A CENTENO	358357	PBBN SS
MICHELLE GOUSSE	358415	PBBN SS
SUSAN V GREENIDGE	367613	PBQS SS
TIFFANY R REMBERT	358385	PBQS SS
NAOMI DECLET	359073	PBQN SS
KRYSTAL H RODRIGUEZ	363339	PBQN SS
ERIC COSME	352298	SSD
LATISHA J ROGERS	365216	SSD
BRENDA L CURRY	359040	SSD JUV CRIME DESK
SHANISE M LIDDELL	362830	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