PROMOTION CEREMONY GUIDELINES

PERSONNEL ORDERS DIVISION INFORMATION

Friday, December 19th, 2025

FROM: PERSONNEL ORDERS DIVISION

TO: COMMANDS CONCERNED

SUBJECT: PROMOTION CEREMONY GUIDELINES – DECEMBER 19, 2025

THE POLICE COMMISSIONER WILL HOST A PROMOTION CEREMONY ON FRIDAY, DECEMBER 19, 2025. ACCORDINGLY, PERSONNEL BEING PROMOTED ARE DIRECTED TO REPORT AT 1130 HOURS WITH THEIR I.D. CARD TO POLICE HEADQUARTERS, ONE POLICE PLAZA, AUDITORIUM. THE CEREMONY WILL COMMENCE AT 1400 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 1300 HOURS AND MUST BE SEATED BY 1345 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, DECEMBER 19, 2025, ARE EXCUSED FROM ALL DUTY UNTIL 0700 HOURS, DECEMBER 20, 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 PROMOTEES 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 GUERRERO

PROMOTION CEREMONY

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U N I F O R M

P R O M O T I O N S

TO LIEUTENANT COMMANDER DETECTIVE SQUAD:

IVAN RODRIGUEZ	935619	SVU MC DNA COLD
MIGUEL A CRUZ	940041	IAB GRP 32
DAVID M SANSONE	939414	030 DET
JASON A NINO	937188	AC ZONE I

TO LIEUTENANT SPECIAL ASSIGNMENT:

DANIEL J MCKEEFREY	947243	MS GL PPT
JASON I LIFF	942062	POD
JOEL M SUSSMAN	945324	ESU
CAROLYN A NITOWITZ	949399	TB

TO PROBATIONARY LIEUTENANT:

MICHAEL D THOMAS	935840	MANH TCS
ROBERT S ZEITOUN	947631	DBBX ECT
MICHAEL A TRAVERZO	951352	MTN PCT
KIM S LI	949207	019 PCT
JACKELINE GONZALEZ	950518	047 PCT
JOHN FELICETTI	953850	071 PCT
JENNY KOROTUN	954028	072 PCT
ROBERT T HYLAND	951836	112 PCT
KAMIL CHOINSKI	948471	TD 2
CHRISTOPHER D JOHNSON	954008	PSA 3
RAYMOND SZE	949712	INT DIV
ALEXANDER C DELGADO	955864	INT FIO PRG
CHRISTIAN SANCHEZ	947847	INT FIO PRG
SUSANNA D JARRETTKOUROUNIS	954000	MN CRIME ANL
ROSA MONTESDEOCA	949356	POL ACAD
PRINCE E SMITH	953422	UPTU
YEVGENIY IAKOVLEV	952877	IAB GRP 1
FISHEL C LITZMAN	951926	IAB GRP 22
STEVEN A JOSEPH	949877	BK COURT
NICHOLAS P GROTH	952813	ESU
SAIDUL ISLAM	936798	SRG 3
RAYMOND N ORTIZ	947315	PBBX

MICHAEL G GOLDBERG	950507	TB LIAISON
MICHAEL S CALLAGHAN	952529	106 DET
JOSEPH G SIGNORILE	949663	WARRSEC

TO SERGEANT SUPERVISOR DETECTIVE SQUAD:

MARK G XYLAS	948160	GVSU Z1 VR
JEROME T VICTOR	953528	INT FIO PRG
ROBERT J MAYER	940441	INT CIS
MICHAEL A GARCIA	934902	IAB GRP 22
DANIEL J MEADE	949314	104 DET
SERGIO A GONZALEZ	934949	DB LPS
JAMES R WOODS	947618	WARRSEC

TO SERGEANT SPECIAL ASSIGNMENT:

PETER R SEGERDAHL	934719	106 PCT
VICTOR M ARAUZ	947973	TD 4
JONATHAN VALENTIN	947566	INT UOU
CHRISTOPHER E MCLAUGHLIN	949308	D C P I
COSMO A STOIA	939537	CSO
JUAN A BURGOS	932380	BX CRT
CHRISTOPHER M PEREZ	955315	HB

TO PROBATIONARY SERGEANT:

MICHAEL J AURIEMMO	964899	MANH TCS
RYAN V BARBA	964908	IAB CRIM INV
RICHARD S BARCIA	961635	MANH TCS
JOSEPH C BLUM	957389	GVSU Z1 VR
MICHAEL CHARUBIN	962310	TB CWPP
RAYNA R HALL	943342	QS SU ECT
SHARIK H KHAN	958758	SSD YRT
ALEXANDRA J MOLLICA	960954	TRANSIT SVS
JOSEPH SOLDANO	961311	MS GL PPT
SIBEL YILMAZ	967399	QN TCS
DENNIS C KANG	967134	005 PCT
FRANK A MENNA	952006	MTS PCT
LEWIS K SUH	959277	MTS PCT
MICHAEL F LADUCA	963598	024 PCT
FELIX LENE	954056	125 ST TF
AMANDY FELIZ	962903	033 PCT
NICHOLAS A HASPIL	966098	040 PCT
FRAILY A LUNA	955103	040 PCT
GLORIA E CEVALLOS	958390	041 PCT
DRILJAN RUGOVAC	959684	045 PCT
TAHREEK M HINES	958697	052 PCT
SERGEY A ZVONIK	954443	052 PCT
THOMAS M BROVAKOS	961653	060 PCT
ANTHONY M VILLACIS	962860	062 PCT
INTIZAR A SADIQ	964747	066 PCT
RONEL J RUIZ	959170	067 PCT
FAISAL CHOWDHURY	965985	070 PCT
TONY H XIE	962176	070 PCT
KOREY S BRIERRE	960278	075 PCT
ZOE S STRUNKEY	953555	084 PCT
NASIR MASSAIQ	966197	094 PCT
WAILOK WONG	962174	100 PCT
ISHMEET S BABAR	960188	102 PCT
KYUNG D KIM	965772	103 PCT
PATRICE S CHAUVET	963490	106 PCT
JOSHUA PEARAYLALL	968058	110 PCT
JASON H LI	961887	120 PCT
KHALAF L SPENCER	959266	120 PCT
ADEN S ESTEVEZ	958562	TD 1
HABIBUR RAHMAN	967274	TD 2
GERSHOM SPELLER	951294	TD 2

TRAVIS BURKS	959522	TD 3
LIA S CLARK	957470	TD 3
DEOCHAND MATHURA	962593	TD 3
KEVIN LEE	954054	TD 4
DANIEL K COLLADO	963921	TD 20
RATAN K MOZUMDER	954155	PSA 2
NZINGA N BISHOP	957385	PSA 3
PATRICK M BUCKLEY	958340	PSA 3
GENESIS S TORRES	959307	PSA 4
NARINDER SHARMA	954332	PSA 6
KHAIFUR R KHAN	958755	PSA 9
ANDREW T CIBINSKAS	958408	INT CIS
DANIEL J PORCELLI	961113	INT CIS
SEAN A KEENE	957730	IAB CMD CTR
PATRICK J DEFONZO	957523	ESS 01
MICHAEL T CHAPMAN	945581	ESS 07
JASON D LOPEZ	950773	SRG 2
JUSTIN M CONSTANTINO	964454	SRG 3
MICHAEL KOVALIK	948368	SRG 3
ANIELLO NAPOLI	946699	SRG 5
KINE M DAVID	950276	YOUTH STRAT
JANE KIM	964091	CAB COD
JUAN R REYES	951130	CRIME PREV
TRICIA A THOMAS	954370	CRIME PREV
JOSUE NAVA	963178	PBMN
MICHAEL C BLANDA	959495	QS CRT
MANUEL D GOMEZ	938584	024 DET
ALEX S MILLS	959819	102 DET
TRACEY L DOLAN	960469	112 DET
JESSE R KEMPEN	956018	MS GRAND LARC
ANTHONY YEH	966912	ORG THEFT SQD
SHEILA L RAMOS	953299	SVU SOMU
DANIEL J KERN	954999	WARRSEC
NOLAN C CONNOR	963927	NBMS MAJOR

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 GUERRERO