



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
 HUMAN RESOURCES DIVISION
 ONE ASHBURTON PLACE, BOSTON, MA 02108

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PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Carol Higgins O'Brien, Commissioner
 Department of Correction

FROM: George J. Bibilos, Director
 Organizational Development Group/Civil Service Unit

DATE: November 24, 2014

SUBJECT: READING LISTS FOR THE PROMOTIONAL EXAMINATIONS

CORRECTION OFFICER II
EXAMINATION DATE – SATURDAY, March 21, 2015

CORRECTION OFFICER III
EXAMINATION DATE – SATURDAY, May 16, 2015

Candidates are responsible for reading the texts and other materials listed below and on all pages of this announcement. Please note carefully which edition and/or date of publication is listed for each item. Several sections of the examination will be based on that material.

CORRECTION OFFICER II AND III

Code of Massachusetts Regulations (103 CMR), as amended through the release date of this reading list.
 Entire sections of: 403, 430, 481, 483, and 505 only.

Commonwealth of Massachusetts Department of Corrections (103 DOC), as amended through the release date of this reading list. Entire sections of: 101, 119, 225, 401, 501, 502, 503, 504, 506, 508, 509, 511, 512, 513, 514, 516, 521, 530, 550, 560, 604, 622, 630, and 650 only.

Rules and Regulations Governing All Employees of the Massachusetts Department of Correction (“Blue Book”), as amended through the release date of this reading list.

All above readings are found in DOC Policies. Check with your agency for assistance in locating a copy.

Training Academy Material on Report Writing, as amended through the release date of this reading list.
 Entire sections of: Seven Essentials of Report Writing, and Five C’s only. Check with your agency for assistance in locating a copy.

(Continued)

CORRECTION OFFICER II ONLY

There are no additional required readings for the Correction Officer II only.

CORRECTION OFFICER III ONLY

Code of Massachusetts Regulations (103 CMR), as amended through the release date of this reading list.
Entire sections of: 421 and 423.

Commonwealth of Massachusetts Department of Corrections (103 DOC), as amended through the release date of this reading list. Entire sections of:
100, 230, 237, 238, 239, 400, 402, 426.

Strunk, William Jr. and White, E. B. (2000). The Elements of Style, Fourth Edition. Needham Heights, MA: Allyn & Bacon A Pearson Education Company. (www.mypearsonstore.com) Entire book

Robbins, Stephen P., DeCenzo, David A., and Wolter, Robert (2013). Supervision Today, Seventh Edition. Upper Saddle River, NJ: Pearson Prentice Hall. (www.prenhall.com.) Chapters 1, 2 (pp. 37-39, starting at section “Working in a Diverse Organization” and stopping at section “Changing How Business Operates”; pp. 46-48, starting at section “What is a Socially Responsible Organization?” to end of p. 48), 4, 7, 8, 9, 10, 11, 14 (pp. 363-379, stopping at section “Negotiation”), and 15.

Clear, Todd R., Cole, George F., and Reisig, Michael D. (2013). American Corrections, Tenth Edition. Belmont, CA: Wadsworth Cengage Learning. (www.wadsworth.com) Chapters 4 (pp. 66-77, starting at section “The Purpose of Corrections” and stopping at section “Death”), 5 (pp. 96-111, starting at section “The Foundations of Correctional Law” and stopping at the end of p. 110), 11 (pp. 280-288, starting at section “Violence in Prison” and stopping at the end of p. 288), 13, 14, 15, 16, 18, and 19.

PUBLISHERS OF READING LIST TEXTS

- Pearson Education Order Department, 200 Old Tappan Road, Old Tappan, NJ 07675; (800) 922-0579; (www.mypearsonstore.com)
- Prentice-Hall Inc., P.O.Box 11071, Des Moines, IA 50336; (800) 811-0912; (www.prenhall.com).
- Cengage Learning Inc., P.O. Box 6904, Florence, KY 41022-6904; (800) 842-3636 (www.wadsworth.com)

*Please note that to purchase Supervision Today the publisher recommends that you contact a college, university, or local bookstore or you can place an order with a bookstore on the internet.

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publisher at the telephone number listed or check with your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock. Any questions regarding the reading list may be directed to Christine Barbas, Ed. D., Personnel Selection Specialist, at (617) 878-9745. Please request additional copies of this list from your department’s personnel office, or download them from the Human Resources Division website in the Civil Service section at www.mass.gov/hrd/readinglists.
