



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
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Chief Human Resources Officer

TO: Police Department Appointing Authorities; Police Chiefs

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

DATE: April 15, 2016

SUBJECT: READING LIST FOR BROOKLINE POLICE PROMOTIONAL EXAMINATION

**POLICE SERGEANT  
POLICE LIEUTENANT  
EXAMINATION DATE — SATURDAY, OCTOBER 15, 2016**

Examinations for this series are scheduled for October 15, 2016. All applicants are responsible for reading all 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. All chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

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**REQUIRED READINGS BY THE BROOKLINE POLICE DEPARTMENT**

Sections listed below indicate entire Policy and/or Procedure, including any amendments and addenda, as amended through April 15, 2016.

***Brookline Police Policies and Procedures:*** 2.1 Absenteeism, Sick, Injured; 6.0 Department Vehicles; 9.1 First Responder, Barricaded Persons, Hostage Situations; 13.0 Injured Domestic Animals and Wildlife; 17.0 Motor Vehicle Inventory; 27.0 Traffic Management System; 30.2 Use of Force; 34.2 Process for Police Department Discipline and Selectmen's Review; 35.1 Motor Vehicle Pursuit; 39.0 Off-Duty Intervention-Arrests; and 40.0 Supervisory Management.

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***Community Policing: A Contemporary Perspective*** (7<sup>th</sup> ed., 2015). Kappeler, V. E., and Gaines, L. K.; Routledge. ISBN: 978-0-323-34049-6.

***Criminal Investigation*** (11<sup>th</sup> ed., 2012). Swanson, C. R., Chamelin, N. C., Territo, L., and Taylor, R.W.; McGraw-Hill, Inc. ISBN: 978-0-07-811152-5. All chapters except Chapter 18.

***Police Administration: Structures, Processes, and Behaviors*** (8<sup>th</sup> ed., 2012). Swanson, C. R., Territo, L., and Taylor, R. W.; Pearson Education, Inc./Prentice-Hall. ISBN-13: 978-0-13-512103-0.

***Supervision of Police Personnel*** (8<sup>th</sup> ed., 2014). Iannone, N. F., Iannone, M. D., and Bernstein, J.; Pearson Education, Inc. /Prentice-Hall, Inc. ISBN-13: 978-0-13-297382-3.

***Massachusetts General Laws***, as amended through the release date of this reading list.

***Motor Vehicle Police Manual 2016*** (2016). Scheft, J. S.; Law Enforcement Dimensions. ISBN: 978-1-932348-37-8

***Juvenile Law Police Manual 2016*** (2016). Scheft, J. S.; Law Enforcement Dimensions. ISBN: 978-1-932348-38-5

Examination Reading List for Statewide Police Departments  
2016 Promotional Police Sergeant, Lieutenant, and Captain

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**Massachusetts Criminal Law Textbook for 2016** (2016), Rogers, P. M.; Commonwealth Police Service, Inc.

**Massachusetts Criminal Procedure Textbook for 2016** (2016), Rogers, P. M.; Commonwealth Police Service, Inc.

In the event of a direct and ascertainable conflict between information contained in the listed textbooks and information contained in the *Massachusetts General Laws* (MGL), the MGL will be the definitive source.

**Publishers of Reading List Texts**

Routledge Publishing (Taylor & Francis Group LLC), 7625 Empire Drive, Florence, KY 41042  
<http://www.routledge.com/books/>

McGraw-Hill, Inc., P.O. Box 182604, Columbus, OH 43272; 800.262.4729;  
<http://www.mhprofessional.com>

Commonwealth Police Service, Inc., 5 Jethol Drive, Assonet, MA 02702; 508.989.9848;  
<http://www.commonwealthpolice.net>

Law Enforcement Dimensions, 846 Massachusetts Avenue, Arlington, MA 02476; 781.646.4377;  
<http://www.ledimensions.com>

Pearson Education, Inc./Prentice Hall, 200 Old Tappan Road, Old Tappan, NJ 07675; 800.947.7700;  
<http://www.mypearsonstore.com> OR [www.policetrainingstore.com](http://www.policetrainingstore.com)

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with the Chief of 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 Sebastian Moscardi, Personnel Analyst, at 617.878.9717 or at [Sebastian.Moscardi@massmail.state.ma.us](mailto:Sebastian.Moscardi@massmail.state.ma.us). A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at [www.mass.gov/hrd/readinglists](http://www.mass.gov/hrd/readinglists).