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**READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY**

TO: Interim Commissioner Shawn Jenkins, Department of Correction  
FROM: Regina Caggiano, Director of Civil Service  
DATE: July 16, 2024  
SUBJECT: Reading List for Correction Officer III Examination

**CORRECTION OFFICER III**

**EXAMINATION DATE – SATURDAY, November 16, 2024**

This reading list will pertain to the Human Resource Division Written Examination for Corrections Officer III (Lieutenant) administered on November 16, 2024.

Candidates 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 technical knowledge examination questions will be based on these materials.

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**Code of Massachusetts Regulations (103 CMR), as amended through the release date of this reading list.**

403 CMR  
423 CMR  
430 CMR  
464 CMR  
481 CMR  
483 CMR  
486 CMR  
505 CMR

*Note: All Attachments are excluded unless otherwise noted*

**Commonwealth of Massachusetts Department of Correction** (103 DOC), as amended through the release date of this reading list.

DOC 119: including Attachment #1  
DOC 210A  
DOC 216  
DOC 225  
DOC 237  
DOC 238  
DOC 400  
DOC 401  
DOC 402  
DOC 404  
DOC 427  
DOC 501  
DOC 502  
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DOC 521  
DOC 527  
DOC 530  
DOC 550  
DOC 560  
DOC 562  
DOC 622  
DOC 650: 650.05, 650.08, 650.09, 650.10, 650.11, 650.12, 650.13, 650.14, 650.15, 650.17, and 650.18 only

*Note: All Attachments are excluded unless otherwise noted*

**Training Academy Material on Report Writing**, as amended through the release date of this reading list.

Entire sections:

Seven Essentials of Report Writing  
Five C's  
Identifying Common Report Writing Errors

PUBLISHED ON July 16, 2024

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

**Supervising Police Employees in the Twenty-First Century: A Problem-Solving Manual for Law Enforcement Leaders.** Garner, Gerald W. (2019). Springfield, IL: Charles C Thomas, Publisher, Ltd.

Chapter 1  
Chapter 3  
Chapter 4  
Chapter 5  
Chapter 10  
Chapter 12

#### PUBLISHERS OF READING LIST TEXTS

Supervising Police Employees in the Twenty-First Century: A Problem-Solving Manual for Law Enforcement Leaders. Garner, Gerald W. (2019). Springfield, IL: Charles C Thomas, Publisher, Ltd.  
[Charles C Thomas Publisher \(ccthomas.com\)](http://ccthomas.com)

Please note that the Human Resources Division does not recommend specific retailers for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed. Many local retailers will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Shelagh Herbert at [shelagh.herbert@mass.gov](mailto:shelagh.herbert@mass.gov). A copy of the reading list is posted on the Human Resources Division's Civil Service Unit website. [Examination Preparation Guides and Reading Lists | Mass.gov](#)