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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 23, 2024

SUBJECT: Reading List for Department of Corrections Captain Examination

**DEPARTMENT OF CORRECTIONS CAPTAIN**

**EXAMINATION DATE – SATURDAY, December 7, 2024**

This reading list will pertain to the Human Resource Division Written Examination for Department of Corrections Captain administered on December 7, 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.

430 CMR: 430.06 and 430.09 only  
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 153: 153.04 and 153.05 only  
DOC 209  
DOC 210: 210.04-L “*Documentation of Attendance*” and 210.09 only  
DOC 210A  
DOC 225: 225.03 and 225.09 only  
DOC 237: 237.04 only  
DOC 238: 238.08 only  
DOC 417  
DOC 427  
DOC 501  
DOC 502  
DOC 504  
DOC 506  
DOC 508: 508.06 and 508.13 only  
DOC 509: 509.03, 509.06, and 509.07 only  
DOC 510  
DOC 511  
DOC 513  
DOC 519  
DOC 520  
DOC 521  
DOC 527  
DOC 530  
DOC 550  
DOC 560  
DOC 562  
DOC 622  
DOC 650  
DOC 730

*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

*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 2  
Chapter 3  
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](#)