



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE  
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**AMENDED April 5, 2024**

**PLEASE POST PROMINENTLY - READING LIST ANNOUNCEMENT**

TO: Police Department Appointing Authorities; Police Chiefs  
FROM: Regina Caggiano, Director of Civil Service  
DATE: March 22, 2024  
SUBJECT: Reading List for Statewide Police Sergeant Examinations

**STATEWIDE POLICE SERGEANT  
EXAMINATION DATE — SATURDAY, SEPTEMBER 21, 2024**

This reading list will pertain to the Human Resource Division Written Examinations for Statewide Police Sergeant that are administered in 2024.

All 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 chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

READING LIST FOR SERGEANT

**Criminal Law: Massachusetts Police Manual 2024** (2024). Scheft, John S.; Law Enforcement Dimensions, LLC.

- Chapters 4-5
- Chapter 9 (pgs. 9-19 to 9-23 only)
- Chapter 10
- Chapters 13-14
- Chapter 17 (pgs. 17-1 to 17-14 and 17-20 to 17-30 only)
- Chapter 18
- Chapters 20-22
- Chapters 25-26
- Chapters 28-29
- Chapters 31-32

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**Criminal Procedure: Massachusetts Police Manual 2024** (2024) Scheft, John S.; Law Enforcement Dimensions, LLC.

- Chapter 4 (pgs. 4-1 to 4-4 only)
- Chapter 5
- Chapter 7 (pgs. 7-1 to 7-8 and 7-10 to 7-13 only)
- Chapters 8-10
- Chapter 11 (pgs. 11-1 to 11-16 and 11-18 only)
- Chapters 12-13
- Chapters 15-18
- Chapter 20 (pgs. 20-1 to 20-32 only)
- Chapters 21-23

**Juvenile Law: Massachusetts Police Manual** (2024) Scheft, John S.; Law Enforcement Dimensions, LLC.

- Chapters 1-3
- Chapter 5
- Chapter 8
- Chapter 24

**Motor Vehicle Law: Massachusetts Police Manual** (2024) Scheft, John S.; Law Enforcement Dimensions, LLC.

- Chapters 1-2
- Chapters 4-5
- Chapter 7
- Chapter 10

**Workplace Gold: Strategies for Improving Employee Morale, Accountability, and Performance** (2020) Glidden, Ronald C.; Gold Badge Publishing.

- Chapters 2-3
- Chapters 5-7
- Chapters 11-12
- Chapters 14-16
- Chapter 18



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**\*Common Sense: Police Supervision- Practical Tips for the First-Line Leader** (6<sup>th</sup> ed., 2018) Gerald W. Garner.; Charles C. Thomas. Publisher LTD. ISBN 9780398092306

- Chapters 3-4
- Chapter 7
- Chapter 9-11
- Chapter 14
- Chapter 17
- Chapter 19

**\*This edition is currently out of print due to the recent publication of a 7<sup>th</sup> edition. The content of the books is nearly identical, with the exception that Chapter 19 in the 6<sup>th</sup> edition is equivalent to Chapter 20 in the 7<sup>th</sup> edition. Either book edition is an acceptable study source and contains equivalent testing material. If you are using the 7<sup>th</sup> edition, see below for chapter requirements. For further questions regarding this book, please contact Nick Kartvelishvili (Nika.Kartvelishvili@mass.gov).**

**Common Sense Police Supervision: Practical Tips for the First-Line Leader** (7<sup>th</sup> ed., 2024) Garner, Gerald W.; Charles C. Thomas Publisher, LTD. ISBN 9780398094362

- Chapters 3-4
- Chapter 7
- Chapter 9-11
- Chapter 14
- Chapter 17
- Chapter 20

PUBLISHERS OF READING LIST TEXTS

Law Enforcement Dimensions, 846 Massachusetts Avenue, Arlington, MA 02476; (781) 646-4377;  
<http://www.ledimensions.com> OR [Browse Products \(ledimensions.com\)](http://www.ledimensions.com)

Charles C. Thomas Publisher, LTD., 2600 S. 1<sup>st</sup>. St., Springfield, IL 62704; (800) 258-8980 or (217) 789-8980; <https://www.ccthomas.com/copyright.cfm> OR [Charles C Thomas Publisher \(ccthomas.com\)](http://www.ccthomas.com)

Gold Badge Publishing, PO Box 73, South Wellfleet, MA 02663; [www.ronglidden.com](http://www.ronglidden.com) OR [Workplace Gold — Glidden Training & Consulting, LLC \(ronglidden.com\)](http://www.ronglidden.com)

Please note that the Human Resources Division does not recommend specific retailers for the purchase

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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 retailers will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Nick Kartvelishvili, Test Development Program Manager at [Nika.Kartvelishvili@mass.gov](mailto:Nika.Kartvelishvili@mass.gov). A copy of this reading list is posted on the Human Resources Division website at [www.mass.gov/hrd/readinglists](http://www.mass.gov/hrd/readinglists).