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READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Tina Hurley, Chair of Massachusetts Parole Board
FROM: Regina Caggiano, Director of Civil Service
DATE: December 4, 2024
SUBJECT: Reading List for Field Parole Officer C (Assistant Parole Supervisor) Examination

FIELD PAROLE OFFICER C

EXAMINATION DATE – May 17, 2025

This reading list will pertain to the Human Resource Division Written Examination for Field Parole Officer C (Assistant Parole Supervisor) administered on May 17, 2025.

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.

Code of Massachusetts Regulations, (120 CMR), as amended through the release date of this reading list.

CMR 100

CMR 303: Include only sections 303.01, 303.02, 303.03, 303.04, 303.05, 303.06, and 303.14

CMR 500

CMR 501: Include only include section 501.17

CMR 700

Massachusetts Parole Board Policy, (120 PAR), as amended through the release date of this reading list.

PAR 103
PAR 112: Include only sections 112.05, 112.07, 112.09, and 112.10
PAR 113
PAR 127
PAR 128
PAR 140
PAR 359
PAR 360
PAR 364
PAR 408
PAR 435
PAR 450
PAR 530
PAR 600
PAR 604
PAR 605
PAR 609
PAR 618
PAR 700: Include only sections 700.03, 700.04, and 700.05
PAR 710: Include only section 710.05

Massachusetts Parole Board, Standard Operating Procedures, as amended through the release date of this reading list.

SOP 05-FS-001 GPS
SOP 08-FS-001 Confidential Information
SOP 12-FS-010 Operations Employment
SOP 13-FS-11 Initial Intake Processing
SOP 13-FS-12 Office Day Coverage
SOP 13-FS-13 Parole Violation Report
SOP 13-FS-14 Home Investigations
SOP 17-FS-01 Narcan

Massachusetts General Law Chapter 127: Special state police officers; powers and duties, as amended through the release date of this reading list.

Section 127

Offender Reentry: Rethinking Criminology and Criminal Justice (1st Edition). Crow, M.S., Smykla, J.O. (2014). Jones & Bartlett.

Chapter 11
Chapter 15
Chapter 17

Note: Exclude Tables and Figures.

Probation and Parole: Corrections in the Community (13th Edition). Abadinsky, H. (2018). Pearson.

Chapter 1: Include only pg 1 – 9 (Beginning of chapter up to “Early Responses to Crime”)

Chapter 6

Chapter 7: Include only pg 185– 207 (Beginning of chapter up to “Reality Therapy”)

Chapter 8

Chapter 9

Chapter 11

Note: Exclude non-Massachusetts state specific examples and sections, “A Closer Look” boxes, Figures, and Tables.

Criminal Justice Organizations: Administration and Management (6th Edition). Stojkovic, S., Kalinich, D., & Klofas, J., (2014). Cengage Learning.

Chapter 4

Chapter 5

Chapter 7

Chapter 9

Chapter 11

Note: Exclude all Figures, “Vignette” sections at the beginning of each chapter, “Work Perspective”, “Case Study”, and “Think Like and Administrator” sections.

PUBLISHERS OF READING LIST TEXTS

Code of Massachusetts Regulations Title 120, (www.mass.gov)

Massachusetts Parole Board Policy (120 PAR)

**Check with your agency for assistance in locating copies of the above material.*

Massachusetts Parole Board, Standard Operating Procedures

**Check with your agency for assistance in locating copies of the above material.*

Massachusetts General Law: Chapter 127, Section 127. (www.malegislature.gov)

Offender Reentry: Rethinking Criminology and Criminal Justice (1st Edition) Crow, M.S., Smykla, J.O. (2014) [Jones & Bartlett Learning. \(www.jblearning.com\)](http://www.jblearning.com)

Probation and Parole: Corrections in the Community (13th Edition). Abadinsky, H. (2018). [Pearson. \(www.pearson.com\)](http://www.pearson.com)

Criminal Justice Organizations: Administration and Management (6th Edition). Stojkovic, S., Kalinich, D., & Klofas, J., (2014). [Cengage Learning.\(www.cengage.com\)](http://www.cengage.com)

Note: Check back on the Civil Service Exams webpage for exam preparation guides coming soon! Click [here](#) to view the examination schedule.

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 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 Carly Planker at Carly.Planker@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](#)