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AMENDED with publisher details on page 3

PLEASE POST PROMINENTLY - READING LIST ANNOUNCEMENT

TO: Police Department Appointing Authorities; Police Chiefs
FROM: Regina Caggiano, Director of Civil Service
DATE: March 20, 2025
SUBJECT: Reading List for Statewide Police Lieutenant Examinations

STATEWIDE POLICE LIEUTENANT

EXAMINATION DATE — SATURDAY, SEPTEMBER 20, 2025

This reading list will pertain to the Human Resource Division Written Examinations for Statewide Police Lieutenant that are administered in 2025.

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 LIEUTENANT

Criminal Law: Massachusetts Police Manual 2025 (2025). Scheft, John S.; Law Enforcement Dimensions, LLC.

- **Chapters 4**
- **Chapter 5:** only pg. 5-1 – 5-6 (“A&B on a Public Employee” up to “Neglect or Refusal to Assist Officer”)
- **Chapters 6-9**
- **Chapters 12-18**
- **Chapter 20**
- **Chapters 25-29**
- **Chapters 31-32**

AMENDED APRIL 10, 2025

Criminal Procedure: Massachusetts Police Manual 2025 (2025) Scheft, John S.; Law Enforcement Dimensions, LLC.

- **Chapters 4-6**
- **Chapters 9-11**
- **Chapters 15-17**
- **Chapter 20**

Juvenile Law: Massachusetts Police Manual 2025 (2025) Scheft, John S.; Law Enforcement Dimensions, LLC.

- **Chapters 1-2**
- **Chapter 5**
- **Chapters 7-10**
- **Chapters 17-18**
- **Chapters 21-22**

Motor Vehicle Law: Massachusetts Police Manual 2025 (2025) Scheft, John S.; Law Enforcement Dimensions, LLC.

- **Chapters 7-10**
- **Chapter 21**

Police Administration: Structures, Processes, and Behaviors 10th Edition (2021) Swanson, Taylor, Territo, Liederbach. Pearson. ISBN 9780135728338

- **Chapter 2**
- **Chapter 4**
- **Chapter 6**
- **Chapter 8**
- **Chapter 9:** only pg. 290-303 (beginning of chapter up to “Police Personnel Selection Process”) & pg. 318 – 320 (“Discipline”)
- **Chapters 10-11**
- **Chapters 13-15**

Essential Leadership Lessons from the Thin Blue Line (2021) Crisp, Dean. Torchflame Book. ISBN: 9781611533798

Entire text

Note: Check back on the Civil Service Exams webpage for Situational Judgement Test (SJT) Preparation Guide coming (May) and Experience and Education (E&E) preparation Guide coming (August)! Click [here](#) to view the examination schedule.

PUBLISHERS OF READING LIST TEXTS

Law Enforcement Dimensions, 7 Central Street, Suite 100, 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

NOTE: Pearson has made more physical paperback books available through the below link. You will need to login to access the page.

http://www.mypearsonstore.com/deals/promo_login.asp?promo=142654

Username: Pearson

Password: welcome2

*UPDATE: The paperback version of **Police Administration: Structures, Processes, and Behaviors** is available as a rental and can be purchased after the rental period is over.*

Torchflame Books: an imprint of Light Messages Publishing, Durham NC 27713; www.lightmessages.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, 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. A copy of this reading list is posted on the Human Resources Division website at www.mass.gov/hrd/readinglists.