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**AMENDED December 4, 2024**

**READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY**

TO: Tina M. Hurley, Director of Massachusetts Parole Board~~Fire Department~~  
Appointing Authorities, Fire Chiefs

FROM: Regina Caggiano, Director of Civil Service

DATE: November 27, 2024

SUBJECT: Reading List for Transitional Parole Officer Examination

**Transitional Parole Officer**

**EXAMINATION DATE – February 15, 2025**

This reading list will pertain to the Human Resource Division Written Examination for Transitional Parole Officer administered on February 15, 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. Only those chapters and sections listed under each text are included (unless noted otherwise). Chapters and sections listed with a dash (i.e., 2 – 14) should be read from the first listed chapter through the last listed chapter and section. All technical knowledge examination questions will be based on these materials.

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**Community-Based Corrections.** (12th ed.). Alarid, Leanne F. (2018). Boston, MA: Cengage Learning.

Chapter 1  
Chapters 5-7  
Chapter 11  
Chapters 13-14

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**Basic Interviewing Skills.** (2nd ed.). Gorden, Raymond L. (1998). Long Grove, IL: Waveland Press, Inc.

Chapters 1-3

Chapters 5-7

Chapter 9

#### PUBLISHERS OF READING LIST TEXTS

**Community-Based Corrections.** (12th ed.). Alarid, Leanne F. (2018). Boston, MA: Cengage Learning. Cengage Learning; <https://faculty.cengage.com/works/9781337687362>

**Basic Interviewing Skills.** (2nd ed.). Gorden, Raymond L. (1998). Long Grove, IL: Waveland Press, Inc. Waveland Press, Inc.; <https://www.waveland.com/browse.php?t=152&r=s|basic%20interviewing%20skills>

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 Nick Kartvelishvili at [nika.kartvelishvili@mass.gov](mailto:nika.kartvelishvili@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](#)