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READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Commissioner Shawn Jenkins, Department of Correction
FROM: Regina Caggiano, Director of Civil Service
DATE: February 13, 2026
SUBJECT: Reading List for Correction Officer II Examination

CORRECTION OFFICER II

EXAMINATION DATE – SATURDAY, August 15, 2026

This reading list will pertain to the Human Resource Division Written Examination for Correctional Sergeant administered on August 15, 2026.

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 (103 CMR), as amended through the release date of this reading list, in accordance with the “Effective Date” of the policy listed below.

403 CMR (6/30/2017): 403.10 and 403.11 only
423 CMR (3/22/2019): 423.12, 423.13, 423.14, 423.16, and 423.17 only
481 CMR (11/25/2022): 481.07, 481.10, 481.11, 481.12, 481.13, and 481.15 only
483 CMR (10/19/2018)
486 CMR (9/25/2015)
505 CMR (1/6/2023)

Commonwealth of Massachusetts Department of Correction (103 DOC), as amended through the release date of this reading list, in accordance with the “Effective Date” of the policy listed below.

DOC 101 (10/14/2025)
DOC 119 (1/21/2025): include Attachment #1
DOC 401 (10/28/2025)
DOC 404 (4/9/2025): 404.08 only
DOC 408 (1/1/2025): 408.07 only
DOC 427 (1/6/2025)
DOC 428 (1/6/2025)
DOC 450 (10/6/2025): 450.01, 450.03, and 450.04 only
DOC 475 (7/14/2025)
DOC 501 (9/3/2025)
DOC 504 (8/4/2025): 504.03, 504.04, 504.05, and 504.06 only
DOC 506 (2/25/2023): 506.01, 506.02, 506.03, 506.04, 506.05, 506.06, 506.07, 506.08, 506.09, 506.10, 506.11 only, and include Attachment D
DOC 513 (9/3/2025)
DOC 519 (9/2/2025): 519.02, 519.03, 519.04, 519.05, and 519.06 only
DOC 520 (10/28/2025): 520.03 and 520.07 only
DOC 521 (8/21/2025)
DOC 525 (7/2/2025): 525.07 only
DOC 527 (1/22/2025): 527.07, 527.09, and 527.10 only
DOC 530 (3/26/2024): 530.08, 530.09, and 530.11 only
DOC 540 (4/12/2024)
DOC 550 (7/3/2025)
DOC 560 (1/25/2023): 560.09 only
DOC 562 (1/1/2025): 562.02 only
DOC 650 (10/28/2025): 650.08-B *"Therapeutic Supervision"*, 650.08-C *"Mental Health Restraints"*, and 650.12 only

Note: All Attachments are EXCLUDED unless otherwise noted

Training Academy Material on Report Writing (August 2023), as amended through the release date of this reading list.

Entire sections:

III. Purpose of a Report
IV. Seven Essentials of Report Writing
V. The Five Requirements
VI. Structure of the Report
VII. Identifying Common Report Writing Errors

Rules and Regulations Governing All Employees of the Massachusetts Department of Correction (“Blue Book”), as amended through the release date of this reading list.

Entire Source

All above reading materials are found within the DOC Intranet and PowerDMS. Check with your agency for assistance in locating a copy.

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

Chapter 1, 2, 3, 4, 5, 6, 7, 11, 12, 14, 15, and 18

PUBLISHERS OF READING LIST TEXTS

Workplace Gold: Strategies for Improving Employee Morale, Accountability and Performance.
Glidden, Ronald C. (2020). South Wellfleet, MA: Gold Badge Publishing
[Workplace Gold — Glidden Training & Consulting, LLC](#)

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. 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](#)