



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE  
COMMONWEALTH OF MASSACHUSETTS  
**HUMAN RESOURCES DIVISION**  
100 CAMBRIDGE STREET, SUITE 600  
BOSTON, MA 02114

**MAURA T. HEALEY**  
GOVERNOR

**KIMBERLEY DRISCOLL**  
LIEUTENANT GOVERNOR

**MATTHEW J. GORZKOWICZ**  
SECRETARY

**MELISSA J. PULLIN**  
CHIEF HUMAN RESOURCES OFFICER

## **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.

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**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](mailto: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](#)