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AMENDED MAY 7, 2026

READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Commissioner Shawn Jenkins, Department of Correction
FROM: Regina Caggiano, Director of Civil Service
DATE: May 4, 2026
SUBJECT: Reading List for Correction Officer Captain Examination

CORRECTION OFFICER-CAPTAIN

EXAMINATION DATE – WEDNESDAY, November 4, 2026

This reading list will pertain to the Human Resource Division Written Examination for Correctional Captains administered on November 4, 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.

430 CMR (3/22/2019)
481 CMR (11/25/2022)
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.

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DOC 100 (1/21/2026)
DOC 101 (10/14/2025)
DOC 105 (10/04/2023)
DOC 112 (12/31/2024)
DOC 119 (1/21/2025): include Attachment #1
DOC 153 (8/27/2024): 153.04 and 153.05 only
DOC 209 (10/14/2025)
DOC 210 (8/27/2024)
DOC 210A (1/21/2025)
DOC 222 (1/16/2026)
DOC 225 (10/4/2022)
DOC 230 (1/9/2025)
DOC 237 (4/25/2022): 237.04 only
DOC 238 (8/27/2024)
DOC 239 (1/21/2025): 239.04 and 239.05 only
DOC 427 (1/6/2025)
DOC 428 (1/6/2025)
DOC 501 (9/3/2025)
DOC 502 (12/13/2023)
DOC 504 (8/4/2025)
DOC 506 (2/25/2023)
DOC 507 (10/28/2025)
DOC 508 (3/18/2024): 508.06 and ~~508.12~~ **508.13** only
DOC 509 (7/3/2025)
DOC 510 (1/16/2024)
DOC 511 (4/3/2023)
DOC 512 (4/18/2024)
DOC 513 (9/3/2025)
DOC 519 (9/2/2025)
DOC 520 (10/28/2025)
DOC 521 (8/21/2025)
DOC 527 (1/22/2025)
DOC 530 (3/26/2024)
DOC 540 (4/12/2024)
DOC 550 (7/3/2025)
DOC 560 (1/25/2023)
DOC 562 (1/1/2025)
DOC 622 (3/29/2021): 622.03, 622.05, and 622.07 only
DOC 650 (10/28/2025): 650.08 only
DOC 730 (1/1/2025): 730.04 and 730.05 only

Note: All Attachments are EXCLUDED unless otherwise noted

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

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SOP 505 (10/28/25) Administrative Procedures and Review of a Use of Force
SOP 505 (10/28/2025) Cell/Area Extractions
SOP 505 (10/28/2025) De-escalation Techniques
SOP 520 (10/28/2025)

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.

Chapters 2-10

Chapter 11: exclude pg. 74-78 (“Discipline” up to “The Accountability Cycle”)

Chapters 12-14

Chapters 18-19

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.

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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](#)