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READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Interim Commissioner Shawn Jenkins, Department of Correction
FROM: Regina Caggiano, Director of Civil Service
DATE: August 17, 2024
SUBJECT: Reading List for Correction Officer II Examination

CORRECTION OFFICER II

EXAMINATION DATE – SATURDAY, August 17, 2024

This reading list will pertain to the Human Resource Division Written Examination for Corrections Sergeant administered on August 17, 2024.

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.

403 CMR: 403.10 and 403.11 only
430 CMR: 430.06 and 430.24 only
481 CMR: 481.07, 481.10, 481.11 481.12, 481.13, and 481.15 only
483 CMR
486 CMR
505 CMR

Note: All Attachments are excluded unless otherwise noted

Commonwealth of Massachusetts Department of Correction (103 DOC), as amended through the release date of this reading list.

DOC 119

DOC 401

DOC 402: 402.04 only

DOC 404: 404.08 only

DOC 408: 408.07 only

DOC 426: 426.03 and 426.04 only

DOC 427

DOC 450: 450.01, 450.03, and 450.04 only

DOC 501

DOC 504: 504.03, 504.04, 504.05, and 504.06 only

DOC 506: 506.01, 506.02, 506.03, 506.04, 506.05, 506.06, 506.07, 506.08, 506.09, 506.10, 506.11, and Attachment D "*Evidence Custody Form*" only

DOC 513: 513.02, 513.03, 513.05, 513.06, 513.08, 513.09-C "*Inmate Scheduling*", 513.09-D "*Internal Inmate Movement*", 513.09-E "*Departures*" only

DOC 519: 519.03, 519.04, 519.05, and 519.06 only

DOC 520: 520.03 and 520.07 only

DOC 521

DOC 525: 525.07 only

DOC 527: 527.09 only

DOC 530: 530.08, 530.09, and 530.11 only

DOC 540

DOC 550

DOC 562: 562.02 only

DOC 650: 650.08-B "*Therapeutic Supervision*" and 650.08-C "*Mental Health Restraints*" only

Note: All Attachments are excluded unless otherwise noted

Training Academy Material on Report Writing, as amended through the release date of this reading list.
Entire sections:

Seven Essentials of Report Writing

Five C's

Identifying Common Report Writing Errors

All above readings are found in DOC Policies. Check with your agency for assistance in locating a copy.

Supervising Police Employees in the Twenty-First Century: A Problem-Solving Manual for Law Enforcement Leaders. Garner, Gerald W. (2019). Springfield, IL: Charles C Thomas, Publisher, Ltd.

Chapter 1

Chapter 2

Chapter 4

Chapter 9

Chapter 10

Chapter 12

PUBLISHERS OF READING LIST TEXTS

Supervising Police Employees in the Twenty-First Century: A Problem-Solving Manual for Law Enforcement Leaders. Garner, Gerald W. (2019). Springfield, IL: Charles C Thomas, Publisher, Ltd.
[Charles C Thomas Publisher \(ccthomas.com\)](http://ccthomas.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. 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](#)