



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: Angelo Gomez, Chair of Massachusetts Parole Board
FROM: Regina Caggiano, Director of Civil Service
DATE: December 5, 2025
SUBJECT: Reading List for Institutional Parole Officer D Examination

INSTITUTIONAL PAROLE OFFICER D

EXAMINATION DATE – June 6, 2026

This reading list will pertain to the Human Resource Division Written Examination for Institutional Parole Officer D administered on June 6, 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.

NOTE: You will need to bring your agency provided date calculator on the day of your scheduled exam to complete the practical component. Please ensure your calculator is in working order and has fresh batteries in it for the day of the exam. An example of a date calculation question from the practical component will be provided in the Situational Judgement Test (SJT) preparation guide.

Code of Massachusetts Regulations, (120 CMR), as amended through the release date of this reading list.

CMR 100 Definitions

CMR 200 Parole Eligibility: Exclude sections 200.07, 200.10

CMR 300 Parole Hearings and Decision Making: General Provisions

CMR 301 Initial Parole Release Hearings; Review Hearings
CMR 302 Recission of Parole Date
CMR 303 Revocation of Parole
CMR 304 Appeal and Reconsideration
CMR 401 Victim Access Hearings: Exclude section 401.04

Massachusetts Parole Board: Mandatory Terms of Incarceration. (2014). The Commonwealth of Massachusetts. As amended through the release date of this reading list.

IIX Gun Related Offenses
IIIX Motor Vehicle Offenses
X Drug Offenses: Chapter 94C

Massachusetts Parole Board: Parole Date Calculation Regulations, Policies, and Procedures Handbook. (2018). The Commonwealth of Massachusetts. As amended through the release date of this reading list.

Introduction
Parole Eligibility
CMR 200 Parole Eligibility
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
Section 9
Section 28
Section 31
Section 33
Section 34
Section 35
Section 36
Section 37
Section 38
Section 39
Section 40
Section 41
Section 42
Parole Discharge Date Calculation - General
Parole Discharge Date Calculation - Henschel
Parole Discharge Date Calculation – Crooker
Parole Discharge Date Calculation – Weekend Sentence

Appendix A

Massachusetts Parole Board Policy, (120 PAR), as amended through the release date of this reading list.

PAR 112 Risk/Needs Assessment: Exclude sections 112.04, 112.05, 112.06, 112.07, 112.08, 112.09, 112.10, 112.11, 112.12

PAR 113 CORI Policy and Procedure

PAR 216 Discipline and Terminations: Exclude sections 216.01, 216.06, 216.07, 216.08

PAR 359 General Conditions of Parole

PAR 360 Special Conditions

PAR 500 Provided Counsel

PAR 710 Mandatory Release to Supervision

PAR 800 Audio Recording Parole Board Hearings

The Effective Corrections Manager (3rd Edition). Gladwin, B., McConnel, C. (2014). Jones & Bartlett Learning.

Chapter 6: Exclude pg. 128 - 137 (“The Written Word” up to the end of the chapter)

Chapter 7

Chapter 8

Chapter 9

Chapter 10

NOTE: Exclude “From the Inside” boxes throughout chapters and “Exercise” sections at the end of each chapter

PUBLISHERS OF READING LIST TEXTS

Code of Massachusetts Regulations Title 120 (www.mass.gov)

Massachusetts Parole Board: Mandatory Terms of Incarceration. (2014). The Commonwealth of Massachusetts.

**Check with your agency for assistance in locating copies of the above material.*

Massachusetts Parole Board: Parole Date Calculation Regulations, Policies, and Procedures Handbook. (2018). The Commonwealth of Massachusetts.

**Check with your agency for assistance in locating copies of the above material.*

Massachusetts Parole Board Policy (120 PAR)

**Check with your agency for assistance in locating copies of the above material.*

The Effective Corrections Manager (3rd Edition) [Jones & Bartlett Learning \(www.jblearning.com\)](http://www.jblearning.com)

Note: Check back on the Civil Service Exams webpage for exam preparation guides coming soon! View the [examination schedule](#).

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 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 Carly Planker at Carly.Planker@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](#)