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READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Tina Hurley, Chair of Massachusetts Parole Board
FROM: Regina Caggiano, Director of Civil Service
DATE: December 4, 2024
SUBJECT: Reading List for Institutional Parole Officer C Examination

INSTITUTIONAL PAROLE OFFICER C

EXAMINATION DATE – May 17, 2025

This reading list will pertain to the Human Resource Division Written Examination for Institutional Parole Officer C administered on May 17, 2025.

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

CMR 100
CMR 200
CMR 300
CMR 301
CMR 302
CMR 303
CMR 304
CMR 400
CMR 401

CMR 500

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

PAR 103
PAR 105
PAR 112
PAR 113
PAR 117
PAR 128
PAR 359
PAR 360
PAR 500
PAR 710

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 11
Section 13
Section 14
Section 28
Section 31
Section 33
Section 35
Section 36
Section 37
Section 40
Section 41
Section 45
Parole Discharge Date Calculation - General
Parole Discharge Date Calculation - Henschel
Parole Discharge Date Calculation - Crooker

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

All sections

Probation and Parole: Corrections in the Community (13th Edition). Abadinsky, H. (2018). Pearson.

Chapter 4
Chapter 5
Chapter 6
Chapter 7
Chapter 9
Chapter 11
Chapter 12

Note: Exclude non-Massachusetts state specific examples and sections, “A Closer Look” boxes, Figures, and Tables.

Criminal Justice Organizations: Administration and Management (6th Edition). Stojkovic, S., Kalinich, D., & Klofas, J., (2014). Cengage Learning.

Chapter 2
Chapter 3
Chapter 4
Chapter 5
Chapter 7
Chapter 8
Chapter 11

Note: Exclude all Figures, “Vignette” sections at the beginning of each chapter, “Work Perspective”, “Case Study”, and “Think Like and Administrator” sections.

PUBLISHERS OF READING LIST TEXTS

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

Massachusetts Parole Board Policy (120 PAR)

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

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

Probation and Parole: Corrections in the Community (13th Edition). Abadinsky, H. (2018). [Pearson. \(www.pearson.com\)](http://www.pearson.com)

Criminal Justice Organizations: Administration and Management (6th Edition). Stojkovic, S., Kalinich, D., & Klofas, J., (2014). [Cengage Learning.\(www.cengage.com\)](http://www.cengage.com)

Note: Check back on the Civil Service Exams webpage for exam preparation guides coming soon! Click [here](#) to 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](#)