



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

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

MICHAEL J. HEFFERNAN
Secretary

RONALD J. ARIGO
Chief Human Resources Officer

PLEASE POST PROMINENTLY

***UPDATED* READING LIST ANNOUNCEMENT**

TO: Carol A. Mici, Commissioner
Department of Correction

FROM: Regina Caggiano, Director
Civil Service Unit

DATE: July 2, 2019

SUBJECT: READING LISTS FOR THE PROMOTIONAL EXAMINATIONS

DOC CHEF EXAM
EXAMINATION DATE – SATURDAY, November 16, 2019

Candidates are responsible for reading 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. Several sections of the examination will be based on that material.

Code of Massachusetts Regulations (103 CMR), as amended through the release date of this reading list. Entire sections of: 403, 421, 423, 430, 471, 481, 483, and 505 only.

Commonwealth of Massachusetts Department of Corrections (103 DOC), as amended through the release date of this reading list. Entire sections of: 100, 101, 119, 225, 230, 237, 238, 239, 400, 401, 402, 426, 501, 502, 503, 504, 506, 508, 509, 511, 512, 513, 514, 516, 521, 530, 550, 560, 604, 620, 622, 630, 650, 760, 761.

Rules and Regulations Governing All Employees of the Massachusetts Department of Correction (“Blue Book”), as amended through the release date of this reading list.

Training Academy Material on Report Writing, as amended through the release date of this reading list. Entire sections of: Seven Essentials of Report Writing, and Five C’s only. Check with your agency for assistance in locating a copy.

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

Association, N.R. (2017). Servsafe Coursebook, Seventh Edition. Upper Saddle River, NJ: Pearson Prentice Hall. (<http://www.prenhall.com>).

Culinary Essentials (2010). Second Edition. Woodland Hills, CA: Glencoe/McGraw Hill. (<http://www.mcgrawhill.glencoe.com>).

Gladwin, Bridget, Charles R. McConnell, and Richard L. Phillips. (2014). The Effective Corrections Manager: Correctional Supervision for the Future, Third Edition. Burlington, MA: Jones & Bartlett Learning. (<http://www.jblearning.com>).

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publisher at the telephone number listed or check with your department or local union representative for assistance. Many local bookstores will be able to special- order any text not carried in stock. Any questions regarding the reading list may be directed to Adele Jean at adele.jean@mass.gov. Please request additional copies of this list from your department's personnel office, or download them from the Human Resources Division website in the Civil Service section at www.mass.gov/hrd/readinglists.
