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Lieutenant Governor

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
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Acting Chief Human Resources Officer

**PLEASE POST PROMINENTLY**  
**READING LIST ANNOUNCEMENT**

TO: Carol A. Mici, Commissioner  
Department of Correction

FROM: Regina Caggiano, Director  
Civil Service Unit

**Correctional Program Officer C**  
**Correctional Program Officer D**  
**EXAMINATION DATE – Saturday, February 15, 2020**

Candidates are responsible for reading the texts and other materials listed below and all pages of this announcement. Please note carefully which edition and date of publication is listed. Questions will cover the specific chapters and sections of each text cited below and all sections of the Code of Massachusetts Regulations, Department of Correction Policies, and Department of Correction Rules and Regulations cited below unless otherwise indicated. All examination questions will be based on these materials.

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**Correctional Program Officer C and Correctional Program Officer D**

Code of Massachusetts Regulations (103 CMR), as amended through the release date of this reading list.

Entire sections of: 157, 420, 430, 463 (Emergency Escorted Trip Portion only), 464, 465, 483

Commonwealth of Massachusetts Department of Correction Policies (103 DOC), as amended through the release date of this reading list. Entire Sections of: 100, 101, 153, 220, 225, 239, 400, 401, 407, 417, 426, 445, 446, 451, 466, 493, 501, 506, 513, 525, 530, and 650

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

(Continued)

Integrated Case Management, the role of a Correctional Program Officer, published *January 2016*

\*\*\*Check with your agency for assistance in locating a copy of all above reading.\*\*\*

**Correctional Program Officer D Only**

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>)

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**PUBLISHERS OF READING LIST TEXTS**

Jones & Bartlett Learning., 5 Wall Street, Burlington, MA 01803; (800) 832-0034  
([www.jblearning.com](http://www.jblearning.com))

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Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website 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 (617) 878-9763 or at [adele.jean@mass.gov](mailto:adele.jean@mass.gov). A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at [www.mass.gov/hrd/reading lists](http://www.mass.gov/hrd/reading%20lists).

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