



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE HUNDRED CAMBRIDGE STREET, BOSTON, MA 02108

CHARLES D. BAKER
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Lieutenant Governor

MICHAEL J. HEFFERNAN
Secretary

JEFF McCUE
Assistant Secretary
Chief Human Resources Officer

TO: Police Department Appointing Authorities; Police Chiefs
FROM: Regina Caggiano, Director of Civil Service
DATE: March 18, 2021
SUBJECT: READING LIST FOR STATEWIDE POLICE PROMOTIONAL EXAMINATION

POLICE SERGEANT, POLICE LIEUTENANT, POLICE CAPTAIN

EXAMINATION DATE — SATURDAY, SEPTEMBER 18, 2021

This reading list will pertain to the Human Resource Division (HRD) Written Examinations for Statewide Police Sergeant, Lieutenant, and Captain that are administered in 2021.

All 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 chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

SERGEANT, LIEUTENANT, AND CAPTAIN

Community Policing: A Contemporary Perspective (8th ed., 2020). Kappeler, V. E., Gaines, L. K., Schaefer, B. P.; Routledge. ISBN: 978-0-367-02745-2.

Criminal Investigation (12th ed., 2018). Swanson, C. R., Chamelin, N. C., Territo, L., and Taylor, R.W.; McGraw-Hill Education. All chapters except Chapter 18. ISBN: 978-0-07-802657-7

Police Administration: Structures, Processes, and Behaviors (9th ed., 2017). Swanson, C. R., Territo, L., and Taylor, R. W.; Pearson Education, Inc./Prentice-Hall. ISBN: 9780133754056.

Massachusetts General Laws, as amended through the release date of this reading list.

Motor Vehicle Police Manual 2021 (2021). Scheft, J. S.; Law Enforcement Dimensions.

Juvenile Law Police Manual 2021 (2021). Scheft, J. S.; Law Enforcement Dimensions.

Criminal Law 2021 (2021), Heagney, Paula M.; Commonwealth Police Legacy, Inc.

Criminal Procedure 2021 (2021), Heagney, Paula M.; Commonwealth Police Legacy, Inc.

SERGEANT ONLY

Effective Police Supervision (9th ed., 2020). Miller, L., More, H., and Braswell, M.; Routledge/Taylor & Francis Group. ISBN: 9780367207656

LIEUTENANT & CAPTAIN ONLY

Supervision of Police Personnel (9th ed., 2020). Iannone, N. F., Iannone, M. D., and Bernstein, J.; Pearson Education, Inc. /Prentice-Hall, Inc. ISBN-13: 978-0135186237

In the event of a direct and ascertainable conflict between information contained in the listed textbooks and information contained in the *Massachusetts General Laws* (MGL), the MGL will be the definitive source. This includes Chapter 69 of the Acts of 2018 (*An Act Relative to Criminal Justice Reform*): <https://malegislature.gov/Laws/SessionLaws/Acts/2018/Chapter69>.

Publishers of Reading List Texts

Routledge Publishing (Taylor & Francis Group LLC), 7625 Empire Drive, Florence, KY 41042
<http://www.routledge.com/books/>

McGraw-Hill, Inc., P.O. Box 182604, Columbus, OH 43272; 800.262.4729;
<http://www.mhprofessional.com>

Commonwealth Police Legacy, PO Box 752, Norton, MA 02766; 508.989.9848;
<https://www.policelegacy.com/>

Law Enforcement Dimensions, 846 Massachusetts Avenue, Arlington, MA 02476; 781.646.4377;
<http://www.ledimensions.com>

Pearson Education, Inc./Prentice Hall, 200 Old Tappan Road, Old Tappan, NJ 07675; 800.947.7700;
<http://www.mypearsonstore.com> OR www.policetrainingstore.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, or check with the Chief of your department or local union representative for assistance. 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 Sebastian Moscardi, Personnel Analyst, at Sebastian.Moscardi@mass.gov. A copy of this reading list is posted on the Human Resources Division website at www.mass.gov/hrd/readinglists.