



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

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

MICHAEL J. HEFFERNAN
Secretary

JEFF McCUE
Assistant Secretary
Chief Human Resources Officer

AMENDED

PLEASE POST PROMINENTLY - READING LIST ANNOUNCEMENT

TO: Police **Chief Jen Paster****

FROM: Regina Caggiano, Director of Civil Service

DATE: June 2, 2023

SUBJECT: Reading List for Brookline Police Sergeant and Lieutenant Examinations

BROOKLINE POLICE SERGEANT
BROOKLINE POLICE LIEUTENANT
EXAMINATION DATE — SATURDAY, SEPTEMBER 23, 2023*

This reading list will pertain to the Human Resource Division Written Examinations for Brookline Police Sergeant and Lieutenant that are administered in **2023***.

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.

READING LIST FOR SERGEANT AND LIEUTENANT

Brookline Police Department Policies & Procedures: Sections listed below indicate entire Policy and/or Procedure, including any amendments and addenda, as amended through **July 1, 2023****.

2.2 Absenteeism, Sick, Injured; 4.2 Civil Rights; 5.2 Criminal Investigation; 6.2 Department Vehicles; 7.2 Evidence; 9.2 Barricaded Persons & Hostage Negotiations; 11.1 Infectious Disease (except Role of Healthcare Facility); 12.2 Information Systems; 16.2 Missing Persons; 17.1 Motor Vehicle Inventory; 18.1 Patrol; 20.1 Promotions; 21.1 Communications; 22.1 Recruitment and Selection of Personnel; 26.1 Traffic Enforcement, Investigation, Direction, Control; 28.1 Training; 30.3 Use of Force; 33.2 Domestic Violence; 34.3 **Civilian Complaint Process and Select Board Review****; 35.2 Motor Vehicle Pursuit; 37.2 Transportation and Handling of Prisoners; 40.1 Supervisory Management; and 44.0 Eyewitness Identification.

Criminal Law 2023 (2023)*. Heagney, Paula M.; Commonwealth Police Legacy, Inc.

Criminal Procedure 2023 (2023)*. Heagney, Paula M.; Commonwealth Police Legacy, Inc.

- **Sections 1-14 and 18-21 only***

Motor Vehicle Police Manual 2023 (2023)*. Scheft, J. S.; Law Enforcement Dimensions.

AMENDED June 2, 2023*

AMENDED July 26, 2023**

ADDITIONAL READING FOR SERGEANT ONLY

Criminal Procedure 2023 (2023)*. Heagney, Paula M.; Commonwealth Police Legacy, Inc.

- Sections 15-16 only*

Juvenile Law Police Manual 2023 (2023)*. Scheft, J. S.; Law Enforcement Dimensions.

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

- Chapters 3-5, 7, and 9-11 only*

ADDITIONAL READING FOR LIEUTENANT 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

- Chapters 1-3, 5, 7-10, 14, and 15 (pgs. 343-344 only)*

PUBLISHERS OF READING LIST TEXTS

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

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. For Brookline Policies and Procedures, check with your Superintendent for assistance.

Any questions regarding the reading list may be directed to Nick Kartvelishvili, Test Development Program Manager at Nika.Kartvelishvili@mass.gov. A copy of this reading list is posted on the Human Resources Division website at www.mass.gov/hrd/readinglists.

AMENDED June 2, 2023*
AMENDED July 26, 2023**