



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
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TO: Police Department Appointing Authorities; Police Chiefs

FROM: Regina Caggiano, Deputy Director
Civil Service Unit

DATE: May 16, 2018

SUBJECT: READING LIST FOR BROOKLINE POLICE PROMOTIONAL EXAMINATION

**POLICE SERGEANT
POLICE LIEUTENANT
EXAMINATION DATE — SATURDAY, SEPTEMBER 15, 2018**

Examinations for this series are scheduled for September 15, 2018. All applicants 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.

REQUIRED READINGS BY THE BROOKLINE POLICE DEPARTMENT

Sections listed below indicate entire Policy and/or Procedure, including any amendments and addenda, as amended through September 15, 2018.

Brookline Police Policies and Procedures: 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; 10.2 Responding to Individuals with Mental Illness; 11.1 Infectious Disease (except Role of Healthcare Facility); 12.1 Information Systems; 14.1 Juvenile Operations (except Definition of Juvenile); 16.2 Missing Persons; 17.1 Motor Vehicle Inventory; 18.1 Patrol; 20.1 Promotions; 21.1 Communications; 22.1 Recruitment and Selection Process; 26.1 Traffic Enforcement, Investigation, Direction, Control; 27.1 Traffic Management System; 28.1 Training; 30.3 Use of Force; 33.2 Domestic Violence; 34.2 Process for Police Department Discipline and Selectmen's Review; 35.2 Motor Vehicle Pursuit; 37.2 Transportation and Handling of Prisoners; 40.1 Supervisory Management; and 44.0 Eyewitness Identification.

Community Policing: A Contemporary Perspective (7th ed., 2015). Kappeler, V. E., and Gaines, L. K.; Routledge. ISBN: 978-0-323-34049-6.

Criminal Investigation (11th ed., 2012). Swanson, C. R., Chamelin, N. C., Territo, L., and Taylor, R.W.; McGraw-Hill, Inc. All chapters except Chapter 18.

NOTE: Due to concerns regarding the delayed publication of a new edition for this text, candidates are advised to use the 11th edition to study for this exam (the 12th edition will not be used by Civil Service to create the exam).

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.

Examination Reading List for Statewide Police Departments
2018 Promotional Police Sergeant, Lieutenant, and Captain

Supervision of Police Personnel (8th ed., 2014). Iannone, N. F., Iannone, M. D., and Bernstein, J.; Pearson Education, Inc. /Prentice-Hall, Inc. ISBN-13: 978-0-13-297382-3.

Massachusetts General Laws, as amended through the release date of this reading list (for information regarding the new criminal justice reform bill, see below).

Motor Vehicle Police Manual 2018 (2018). Scheft, J. S.; Law Enforcement Dimensions.

Juvenile Law Police Manual 2018 (2018). Scheft, J. S.; Law Enforcement Dimensions.

Massachusetts Criminal Law Textbook for 2018 (2018), Rogers, P. M.; Commonwealth Police Service, Inc.

Massachusetts Criminal Procedure Textbook for 2018 (2018), Rogers, P. M.; Commonwealth Police Service, Inc.

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.

NOTE: On April 13th, 2018, the Governor signed the Acts of 2018. Candidates are advised that Chapter 69 of these Acts (*An Act Relative to Criminal Justice Reform*) contains new information which may conflict with information contained in the listed textbooks. In the event of a direct and ascertainable conflict, Chapter 69 of the Acts of 2018 will be the definitive source. Candidates can retrieve information regarding Chapter 69 at the following site:
<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 Service, Inc., 5 Jethol Drive, Assonet, MA 02702; 508.989.9848;
<http://www.commonwealthpolice.net>

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 bookstores 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 bookstores 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 617.878.9717 or at Sebastian.Moscardi@massmail.state.ma.us. A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at www.mass.gov/hrd/readinglists