



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

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JEFF McCUE  
Assistant Secretary  
Chief Human Resources Officer

TO: Police Department Appointing Authorities; Police Chiefs  
FROM: Regina Caggiano, Director of Civil Service Unit  
DATE: April 1<sup>st</sup>, 2020  
SUBJECT: READING LIST FOR BROOKLINE POLICE PROMOTIONAL EXAMINATION

**BROOKLINE POLICE SERGEANT  
BROOKLINE POLICE LIEUTENANT  
EXAMINATION DATE — SATURDAY, SEPTEMBER 19, 2020**

All candidates are responsible for reading all the texts and other materials listed below and on all pages of this announcement. Please note 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.

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**ALL RANKS**

***Brookline Police Department Policies & Procedures:*** Sections listed below indicate entire Policy and/or Procedure, including any amendments and addenda, as amended through September 19, 2020.

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; 34.2 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*** (8<sup>th</sup> ed., 2020). Kappeler, V. E., Gaines, L. K., Schaefer, B. P.; Routledge. ISBN: 978-0-367-02745-2.

***Criminal Investigation*** (12<sup>th</sup> 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*** (9<sup>th</sup> 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 2020*** (2020). Scheft, J. S.; Law Enforcement Dimensions.

Examination Reading List for Brookline Police Department  
2020 Promotional Police Sergeant & Lieutenant

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***Juvenile Law Police Manual 2020*** (2020). Scheft, J. S.; Law Enforcement Dimensions.

***Criminal Law 2020*** (2020), Heagney, Paula M.; Commonwealth Police Legacy, Inc.

***Criminal Procedure 2020*** (2020), Heagney, Paula M.; Commonwealth Police Legacy, Inc.

**BROOKLINE SERGEANT ONLY**

***Effective Police Supervision*** (8<sup>th</sup> ed., 2017). Miller, L., More, H., and Braswell, M.; Routledge/Taylor & Francis Group. ISBN-13: 978-1-138-22518-3.

**BROOKLINE LIEUTENANT ONLY**

***Supervision of Police Personnel*** (9<sup>th</sup> 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](http://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 617.878.9717 or at [Sebastian.Moscardi@mass.gov](mailto:Sebastian.Moscardi@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/readinglists](http://www.mass.gov/hrd/readinglists).