



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
100 CAMBRIDGE STREET, SUITE 600, BOSTON, MA 02114

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Secretary

JEFF McCUE
Assistant Secretary
Chief Human Resources Officer

AMENDED

TO: Carol A. Mici, Commissioner, Department of Correction
FROM: Regina Caggiano, Director of Civil Service
DATE: July 1, 2022
SUBJECT: Reading List for Correction Officer III Examination

CORRECTION OFFICER III

EXAMINATION DATE – SATURDAY, OCTOBER 22, 2022

This reading list pertains to the Human Resource Division Written Examination for Correction Officer III.

Candidates are responsible for reading all the texts and other materials listed below and on all pages of this announcement. **All appendices and attachments in the DOC policies are included.** Please note carefully which edition and/or date of publication is listed for each item. All examination questions will be based on these materials.

READING LIST FOR CORRECTION OFFICER III

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

Entire sections of: 403, 421, 423, 430, 481, 483, and 505 only.

Commonwealth of Massachusetts Department of Correction (103 DOC), as amended through the release date of this reading list.

Entire sections of: 100, 101, 119, 225, 230, 237, 238, 239, 400, 401, 402, 426, 501, 502, 503, 504, 506, 508, 509, 511, 512, 513, 514, 516, 521, 530, 550, 560, 604, 622, 630, and 650 only.

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

AMENDED 8/17/2022

Training Academy Material on Report Writing, as amended through the release date of this reading list.

Entire sections of: Seven Essentials of Report Writing, and Five C's only.

All above readings are found in DOC Policies. Check with your agency for assistance in locating a copy.

Supervision Today (8th edition). Robbins, S; DeCenzo, D; Wolter, R (2016). Upper Saddle River, NJ: Pearson Prentice Hall. ISBN-13: 978-0133884869

Chapters 1, 2 (pages 38-41, starting at section "Working in a Diverse Organization" and stopping at section "Changing How Business Operates"; pages 48-50, starting at section "What is a Socially Responsible Organization?" to end of page 50), 4, 7, 8, 9, 10, 11, 14 (pages 379-395, stopping at section "Negotiation"), and 15.

American Corrections (13th edition). Clear, T; Cole, G; Reisign, M (2022). Belmont, CA: Wadsworth Cengage Learning. ISBN-13: 978-0357456538

Chapters 4, 5, 11, 13, 14, 15, 16, 18, and 19.

PUBLISHERS OF READING LIST TEXTS

- Cengage Learning, 10650 Toebben Drive, Independence, KY 41051, 800-354-9706; <https://www.cengage.com/>
- Prentice Hall, Inc., Upper Saddle River, New Jersey 07458; <https://www.pearson.com/us/higher-education.html>

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 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 Carolina Silva at carolina.silva@mass.gov. A copy of the reading list is posted on the [Civil Service website](#).

AMENDED 8/17/2022