

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
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Assistant Secretary
Chief Human Resources Officer

AMENDED

PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Carol A. Mici, Commissioner, Department of Correction

FROM: Regina A. Caggiano, Director, Civil Service Unit

DATE: April 24, 2020

SUBJECT: READING LISTS FOR THE PROMOTIONAL EXAMINATIONS

CORRECTION OFFICER II
EXAMINATION DATE – FRIDAY, October 23, 2020²

CORRECTION OFFICER III
EXAMINATION DATE – SATURDAY, November 7, 2020¹

Candidates are responsible for reading 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. Several sections of the examination will be based on that material.

CORRECTION OFFICER II AND III

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

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

Commonwealth of Massachusetts Department of Corrections (103 DOC), as amended through the release date of this reading list. Entire sections of: 101, 119, 225, 401, 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.

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

¹. AMENDED: June 15, 2020

². AMENDED: October 16, 2020

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. Check with your agency for assistance in locating a copy.

CORRECTION OFFICER II ONLY

There are no additional required readings for the Correction Officer II only.

CORRECTION OFFICER III ONLY

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

Entire sections of: 421 and 423.

Commonwealth of Massachusetts Department of Corrections (103 DOC), as amended through the release date of this reading list. Entire sections of: 100, 230, 237, 238, 239, 400, 402, 426.

Robbins, Stephen P., DeCenzo, David A., and Wolter, Robert (2016). Supervision Today, Eighth Edition. Upper Saddle River, NJ: Pearson Prentice Hall. ISBN-13: 978-0133884869
Chapters 1, 2 (pp. 38-41, starting at section "Working in a Diverse Organization" and stopping at section "Changing How Business Operates"; pp. 48-50, starting at section "What is a Socially Responsible Organization?" to end of p. 50), 4, 7, 8, 9, 10, 11, 14 (pp. 379-395, stopping at section "Negotiation"), and 15.

Clear, Todd R., Cole, George F., and Reisig, Michael D. (2019). American Corrections, Twelfth Edition. Belmont, CA: Wadsworth Cengage Learning. ISBN-13: 978-1337557658
Chapters 4, 5, 11, 13, 14, 15, 16, 18, and 19.

Publishers for 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 bookstores for the purchase of reading list texts. For local vendors, contact the publisher at the telephone number listed or check with 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 Adele Jean at adele.jean@mass.gov. Please request additional copies of this list from your department's personnel office, or download them from the Human Resources Division website in the Civil Service section at www.mass.gov/hrd/readinglists.

¹. AMENDED: June 15, 2020

². AMENDED: October 16, 2020