



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

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

MICHAEL J. HEFFERNAN  
Secretary

JEFF McCUE  
Assistant Secretary  
Chief Human Resources Officer

**AMENDED**

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

FROM: Regina Caggiano Director, Civil Service Unit

DATE: December 30, 2020

SUBJECT: Reading List for Department of Correction Captain

**Department of Correction Captain**

**EXAMINATION DATE – June 30, 2021**

This reading list will pertain to all Human Resource Division (HRD) Written Examinations for Department of Correction Captain that are administered in 2021.

All candidates are responsible for reading all the texts and other materials listed below and on all pages of this announcement. All examination questions will be based on the following texts. Please note that only those chapters and/or sections listed below are included.

**DOC Captain**

***Code of Massachusetts Regulations, as amended through the release date of this reading list.***

Entire sections **and associated Standard Operating Procedures** of: 131, 403, 421, 423, 430, 455, 463, 464, 471, 478, 481, 482, 483, 485, 486, and 505.

***Commonwealth of Massachusetts Department of Corrections Policies, as amended through the release date of this reading list.***

Entire sections of: 101, 103, 105, 108, 112, 119, 122, 133, 153, 203, 206, ~~207~~, 208, 209, 210A, 211, 213, 215, 216, 220, 221, 222, 223, 224, 225, 229, 230, 237, 238, 239, 240, 250, 270, 400, 401, 402, 407, **408**, 422, 426, 445, 450, 487, 488, 492, 493, 501, 502, 503, 504, 506, 508, 509, 511, 512, 513, 514, 516, 519, 521, 525, 530, 550, 560, 561, **562**, 604, 620, 621, 622, 630, 650, 652, 660, 661, 730, 740, 750, 755, 756, 758, 759, and 760.

**AMENDED January 29, 2021**

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

Entire contents

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

***The Leadership Challenge*** (6<sup>th</sup> ed.) Kouzes & Posner (2017). Jossey Bass (A Wiley Brand).

Read the following chapters only: Chapters 1, 2, 3, 4, 9, 10.

**PUBLISHER OF THE READING LIST TEXT**

Jossey Bass (A Wiley Brand), 111 River Street, Hoboken, New Jersey 07030;  
(855) 827-4630; <https://www.wiley.com/learn/jossey-bass/>

Please note that HRD does not recommend specific book sellers or bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with your Human Resources department for assistance. Many local bookstores or book sellers will be able to order any text not carried in stock.

Any questions regarding the reading list may be directed to Adele Jean at [adele.jean@mass.gov](mailto:adele.jean@mass.gov).

A copy of this reading list is posted on the HRD website at [www.mass.gov/hrd/readinglists](http://www.mass.gov/hrd/readinglists).

**AMENDED January 29, 2021**