



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 Mici, Commissioner, Department of Correction

FROM: Regina Caggiano, Director, Civil Service Unit

DATE: June 17, 2021

SUBJECT: Reading List for Department of Correction Chef Promotional Examination

<p>DEPARTMENT OF CORRECTION CHEF EXAM EXAMINATION DATE – WEDNESDAY, October 6, 2021</p>

This reading list will pertain to all Human Resource Division (HRD) Written Examinations for DOC Chef Examinations that are administered in 2021.

All candidates are responsible for reading all the texts and other materials listed on this announcement. Examination questions will be based on the following texts.

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

Entire sections of: 403, 421, 423, 430, 471, 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, 620, 622, 630, 650, 760, 761.

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

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.

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

Culinary Essentials (2nd ed). (2010). Woodland Hills, CA: Glencoe/McGraw Hill.
(<https://www.mheducation.com>)

Servsafe Coursebook (7th ed). Association, N.R. (2017). Upper Saddle River, NJ: Pearson Prentice Hall. (<https://www.pearson.com>)

The Effective Corrections Manager: Correctional Supervision for the Future (3rd ed). Gladwin, Bridget, Charles R. McConnell, and Richard L. Phillips. (2014). Burlington, MA: Jones & Bartlett Learning. (<http://www.jblearning.com>)

PUBLISHERS OF READING LIST TEXTS

Jones & Bartlett Learning, 5 Wall Street, Burlington, MA 01803; (800) 832-0034
<https://www.jblearning.com/>

McGraw-Hill, Inc., P.O. Box 182604, Columbus, OH 43272; (800) 338-3987;
www.mhprofessional.com

Prentice Hall, Inc., Upper Saddle River, New Jersey 07458; <https://www.pearson.com/us/higher-education.html>

Please note that HRD 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 agency department 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 Adele Jean at: adele.jean@mass.gov. A copy of this reading list is posted on the HRD website in the Civil Service section at www.mass.gov/hrd/readinglists.

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