



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

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

MICHAEL J. HEFFERNAN  
Secretary

RONALD J. ARIGO  
Chief Human Resources Officer

TO: Police Department Appointing Authorities; Police Chiefs

FROM: Regina Caggiano, Director, Civil Service Unit

DATE: March 25<sup>th</sup>, 2019

SUBJECT: READING LIST FOR PROMOTIONAL EXAMINATION

**POLICE SERGEANT  
POLICE LIEUTENANT  
POLICE CAPTAIN  
EXAMINATION DATE — SATURDAY, SEPTEMBER 21, 2019**

Examinations for this series are scheduled for September 21, 2019. All applicants are responsible for reading all 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. All chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

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**Community Policing: A Contemporary Perspective** (7<sup>th</sup> ed., 2015). Kappeler, V. E., and Gaines, L. K.; Routledge. ISBN: 978-0-323-34049-6.

**Criminal Investigation** (12<sup>th</sup> ed., 2019). 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.

**Supervision of Police Personnel** (8<sup>th</sup> ed., 2014). Iannone, N. F., Iannone, M. D., and Bernstein, J.; Pearson Education, Inc. /Prentice-Hall, Inc. ISBN-13: 978-0-13-297382-3.

**NOTE:** The publisher has advised that a new edition of this textbook is due to be released in 2019. Candidates are advised to obtain the text prior to the issuance of the 2019 edition.

**Massachusetts General Laws**, as amended through the release date of this reading list.

**Motor Vehicle Police Manual 2019** (2019). Scheft, J. S.; Law Enforcement Dimensions.

**Juvenile Law Police Manual 2019** (2019). Scheft, J. S.; Law Enforcement Dimensions.

**Massachusetts Criminal Law Textbook for 2018** (2018), Rogers, P. M.; Commonwealth Police Service, Inc.

**Massachusetts Criminal Procedure Textbook for 2018** (2018), Rogers, P. M.; Commonwealth Police Service, Inc.

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.

**NOTE: On April 13<sup>th</sup>, 2018, the Governor signed the Acts of 2018. Candidates are advised that Chapter 69 of these Acts (*An Act Relative to Criminal Justice Reform*) contains new information which may conflict with information contained in the listed textbooks.** In the event of a direct and ascertainable conflict, Chapter 69 of the Acts of 2018 will be the definitive source. Candidates can retrieve information regarding Chapter 69 at the following site:  
<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 Service, Inc., 5 Jethol Drive, Assonet, MA 02702; 508.989.9848;  
<http://www.commonwealthpoliceservice.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 bookstores 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 bookstores 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).