



THE COMMONWEALTH OF MASSACHUSETTS,
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
- HUMAN RESOURCES DIVISION
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PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Police Department Appointing Authorities
Police Chiefs

FROM: Elizabeth A. Dennis, Director, Civil Service Unit *Unit read*

DATE: July 17, 2002

SUBJECT: **UPDATED READING LIST FOR PROMOTIONAL EXAMINATIONS**

POLICE SERGEANT
POLICE LIEUTENANT
POLICE CAPTAIN

EXAMINATION DATE -- SATURDAY, OCTOBER 19, 2002

Examinations for this series are scheduled for October 19, 2002. Candidates are responsible for reading the following texts (please note carefully which edition is listed for each). All chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

The purpose of issuing this updated reading list is to advise applicants that the Seventh edition of Criminal Investigation by Swanson, C.R., Chamelin, N.C., and Territo, L. may no longer be available from the publisher. For this reason, HRD will ensure that all questions and answers on this examination will be found in **both** the Seventh and Eighth Editions of Criminal Investigation. The publisher has informed HRD that the Eighth edition will be available early August 2002.

All other information on this reading list remains the same as it was on the original announcement date of April 19, 2002.

Supervision of Police Personnel; Iannone, N. F. and Iannone, M. P.; Sixth Edition; 2001; Prentice-Hall, Inc., P.O. Box 11071, Des Moines, IA 50336; (800) 947-7700; www.prenhall.com.

Police Administration, Swanson, C.R., Taylor, R.W., and Territo, L.; Fifth Edition, 2001, Prentice-Hall, Inc.; P.O. Box 11071, Des Moines, IA 50336; (800) 947-7700; www.prenhall.com.

(Continued On Reverse Side)

Community Policing: A Contemporary Perspective; Trojanowicz, R., Kappeler, V., Gaines, L., and Bucqueroux, B.; Third Edition; 2002; Anderson Publishing Co., 2035 Reading Road, Cincinnati, OH 45202; (800) 582-7295; www.andersonpublishing.com.

Criminal Investigation; Swanson, C.R., Chamelin, N.C., and Territo, L.; Seventh Edition; 2000; McGraw-Hill, Inc.; P.O. Box 182605, Columbus, OH 43272; (877) 833-5524; www.mcgrawhill.com. All chapters except chapter 19. **(If studying from the Eighth Edition, all chapters except chapters 2, 8, 17, and 20.)**

Police Juvenile Issues: Field Manual 2002, Scheft, J. S., Esq., with Drawec, J. W., Esq., Law Enforcement Dimensions, 2002, 846 Massachusetts Avenue, Arlington, MA 02476-4728, (781) 646-4377; www.ledimensions.com.

Motor Vehicle Law: Field Manual 2002, Scheft, J. S., Esq., with Drawec, J. W., Esq., Law Enforcement Dimensions, 2002, 846 Massachusetts Avenue, Arlington, MA 02476-4728, (781) 646-4377; www.ledimensions.com.

The Chief's Guide to Massachusetts Criminal Investigation Procedures, 2001-2002 version, Collins, J. and the staff of the Law Firm of Collins and Weinberg, 2001, Massachusetts Chiefs of Police Association, 47 Memorial Drive, Shrewsbury, MA 01545; (800) 322-2011; www.masschiefs.org.

The Chief's Guide to Massachusetts Criminal Laws, 2001-2002 version, Collins, J. and the staff of the Law Firm of Collins and Weinberg, 2001, Massachusetts Chiefs of Police Association, 47 Memorial Drive, Shrewsbury, MA 01545; (800) 322-2011; www.masschiefs.org.

The primary source of examination questions testing knowledge of law and court decisions governing police work in Massachusetts is the Massachusetts General Laws (as amended as of **April 19, 2002**). The two Chief's Guides and two Field Manuals are secondary sources of information about law and court decisions that are useful for study purposes. In the event of a conflict between the information contained in the Massachusetts Chiefs of Police Association guides and/or Field Manuals and that contained in the General Laws, the General Laws will be the definitive source.

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 web site 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 Guy Paris, Personnel Selection Specialist, at (617) 727-3777, ext. 386.

(See Also Reverse Side)