

INMATE ASSIGNMENT CARD		EFFECTIVE DATE: 10/01/2019
CDC#: K77832	NAME: GOEHLER, WILLIAM	
FACILITY: MCSP-A	HOUSING: A 002 2 - 233001L	
LOCATION: 026 - A PROGRAM SERVICES CLERK		
POSITION: CLK.026.001 Special Purchase Order Clerk		
DAYS OF WEEK	START TIME	END TIME
Monday through Friday	07:00	11:00
Monday through Friday	11:30	14:00

Greetings —

I am a California State Prisoner. My current job is to help fellow prisoners with their Special Purchase Order needs.

Any information which you can provide me to help the general population prisoners here at Mule Creek State Prison, in Lone, California better understand Special Purchase item limitations/Exemptions, will be very much appreciated.

Please contact me at the address below. A copy of your catalog and order forms, along with the above requested information, will help me help prisoners purchase your products successfully.

Thank you for your assistance.

William Goehler, #K77832
POW 409020, A2-233
Lone, CA 95640

Between The Bars.

For those of you wondering what I do as SPO clerk, this is the extent of my sinecure post at present. I solicit information from CDCR Approved Vendors, which will help prisoner customers, at my own postage expense. Then I'm better equipped to be the SPO Answer Guy who solves confusion... as a customer service rep? Yup, apparently. That's my sinecure concession.

Sinecure [ML sine cura - without cure (of souls)] 1: archaic: an ecclesiastical benefice without cure of souls 2: an office or position that requires little or no work and that usually provides an income.*

* 30¢ per hr. at this post, thanks to tax payers. I'll do my best, never the less!

SECTION A: INMATE/PAROLEE REQUEST

NAME (Print): (LAST NAME)	(FIRST NAME)	CDC NUMBER:	SIGNATURE:
GOEHLER	WILLIAM	KT7832	<i>[Signature]</i>
HOUSING/BED NUMBER:	ASSIGNMENT:	HOURS FROM	TO
MCSP 2233	SPO CLK	7	14
TOPIC (I.E. MAIL, CONDITION OF CONFINEMENT/PAROLE, ETC.):			
WORK ASSIGNMENT			

CLEARLY STATE THE SERVICE OR ITEM REQUESTED OR REASON FOR INTERVIEW:

I WAS ASSIGNED TO SPECIAL PURCHASE ORDER CLERK # 026-001 on 10-01-19 AND NO ONE HAS A CLUE AS TO THE JOB DESCRIPTION DUTIES OR THE PAY RATE OF THIS POSITION. THEREFORE I'M REQUESTING A COPY OF WORK ASSIGNMENTS OFFICE DESCRIPTION OF THIS POSITIONS RESPONSIBILITIES AND PAY SCALE. THANK YOU 10/15/19

METHOD OF DELIVERY (CHECK APPROPRIATE BOX) **NO RECEIPT WILL BE PROVIDED IF REQUEST IS MAILED **

- ☒ SENT THROUGH MAIL: ADDRESSED TO: _____ DATE MAILED: ____/____/____
☐ DELIVERED TO STAFF (STAFF TO COMPLETE BOX BELOW AND GIVE GOLDENROD COPY TO INMATE/PAROLEE):

RECEIVED BY: PRINT STAFF NAME:	DATE:	SIGNATURE:	FORWARDED TO ANOTHER STAFF?
YOUNG A	10/15/19	<i>[Signature]</i>	(CIRCLE ONE) YES NO
IF FORWARDED - TO WHICH:		DATE DELIVERED/MAILED:	METHOD OF DELIVERY:
WORK ASSIGNMENT OFFICE			(CIRCLE ONE) IN PERSON BY US MAIL

SECTION B: STAFF RESPONSE

RESPONDING STAFF NAME:	DATE:	SIGNATURE:	DATE RETURNED:
J. HENNINGER	11-1-19	<i>[Signature]</i>	11-1-19

CONTACT YOUR SUPERVISOR M. CODEX FOR THIS INFORMATION

SECTION C: REQUEST FOR SUPERVISOR REVIEW

PROVIDE REASON WHY YOU DISAGREE WITH STAFF RESPONSE AND FORWARD TO RESPONDENT'S SUPERVISOR IN PERSON OR BY US MAIL. KEEP FINAL CANARY COPY.

SIGNATURE:	DATE SUBMITTED:

SECTION D: SUPERVISOR'S REVIEW

RECEIVED BY SUPERVISOR (NAME):	DATE:	SIGNATURE:	DATE RETURNED:

ORDER RESTRICTIONS:

Inmates are allowed the following number of packages

- Privilege Group A/B - 1 package per Quarter (4 per year)
- Privilege Group D - 1 package per year
- Privilege Group C or U - No packages permitted

PACKAGE RESTRICTIONS:

- Package items must fit into 1 box
- Package items cannot exceed 30lbs, including packaging material. Union Supply Direct assumes the responsibility to remove items at our discretion if the package exceeds 30lbs.

PRODUCTS RESTRICTIONS:

The items presented in this catalog have been approved by the State of California's Office of Policy Standardization Division of Adult Institutions, so you can shop with the assurance that everything we make available has been pre-approved. Keep in mind that there are quantity limits on some items and that each facility may have additional restrictions on items beyond what the State has.

Please note that item restrictions change daily and we do our best to keep these as current as possible. Please check with your R&R department if you have questions about allowable items at your facility. Please visit pages 406-407 for specific product limits and allowances.

PLACING AN ORDER:

You can place your order directly from this catalog! All Package Program order forms are included in the back of this catalog (Quarterly, Music, Special Purchase, Handicraft, Religious, and Dress Out)

STEP 1: Please select the correct order form and fill it out completely. Please include:

First and last name, privilege group, gender, California Identification number (CDCR#), facility location and housing location.

STEP 2: Make product selections and write them on the back of the order form

Please include item numbers, quantities, and sizes for all items

Shipping and handling is \$7.95 (non-refundable)

Sales Tax is included in the price of all taxable items.

STEP 3: Payment

You can either mail the paper order form into Union Supply Direct and pay through a facility check or prepaid account.

Have a friend or family member mail, fax, or call in the order for you.

Payments can be made via credit card, prepaid account, money order or check.

Family and friends can also order packages for you on our website www.CaliforniaInmatePackage.com

ORDER PLACEMENT & SHIPMENT CONFIRMATION:

If you would like to inquire if a package order has been placed or if it has been shipped, please write an inquiry letter to Union Supply Customer Service at P.O. Box 9018, Rancho Dominguez, CA 90224-9018.

SUBSTITUTIONS:

Due to the State of California regulations, we will only make substitutions if you approve us to do so. Please see the Substitutions box on the back of your paper order form.

ORDER HOLDS:

There are a number of reasons why package orders are put on hold. If you have questions regarding your order, please write an inquiry letter to Union Supply Direct Customer Service at P.O. Box 9018, Rancho Dominguez, CA 90224-9018.

DAMAGED, DEFECTIVE OR MISSING ITEMS:

It is the responsibility of the offender to report any missing or damaged products to a CDCR employee at time the package is received. If the order is not correct, is missing items, or is damaged all discrepancies will be noted on the invoice provided and reported back to Union Supply Direct by the R&R staff. Union Supply Direct will then send out the appropriate refunds, exchanges or replacements for the reported items.

Union Supply Direct is not responsible for items ordered in error. Any merchandise ordered in error can be exchanged for \$7.95 within 30 days of receipt.

Discrepancies reported by the 3rd party purchaser of the package will not be accepted or honored. Once the offender has left R&R with the opened package, no discrepancies can be reported.

RETURNS:

Used or abused items cannot be returned, exchanged or refunded. Please check all your items upon receipt. If any of these items are found to be missing, defective or damaged in shipping, please notify a facility staff inventorying your package immediately. Damaged or defective food and hygiene items will be refunded. Non-food and hygiene items may be returned for a refund or replacement. If the original payment was made by credit or debit card, approved refunds will be credited back to the card used in the original purchase, including prepaid credit and debit cards.

To inquire about an order or return write an inquiry letter to Union Supply Direct Customer Service Union at P.O. Box 9018, Rancho Dominguez, CA 90224-9018

MY PACKAGE WAS REFUSED BY THE FACILITY:

Should your package(s) be refused because of our error, we will correct the problem and immediately reship the package to you at no extra charge. Should the package be refused for some other reason, we will provide a full refund to the purchaser of the order. Shipping and handling is non-refundable.

I WAS TRANSFERRED TO A NEW FACILITY:

Union Supply currently uses the CDCR's Strategic Offender Management System (SOMS) to help track each offender throughout his or her time within CDCR. If an order is placed and you are transferred before the order arrives at the facility, the R&R staff will need to notify Union Supply Direct and send the package back to Union Supply Direct. We will forward it to the correct/new facility.

SPECIAL PURCHASE:

Special Purchase items are entertainment appliances such as televisions, cassette players, CD players, radios, typewriters and musical instruments. These items can only be bought as a Special Purchase order. Please use the Special Purchase order form to place your orders. See our Special Purchase section starting on page 353.

MUSIC ORDERS:

The music items in our Union Supply Direct Music catalog are considered Quarterly Package items. Please use the Quarterly Package order form to place orders for Standard CD's. Please use the Custom CD order form to place orders for Custom CD's and attach it with your Quarterly Package order form. CD orders cannot be placed with Special Purchase packages or any other package program.

HANDICRAFT ITEMS:

Handicraft Items are considered Special Purchase orders only; they cannot be combined with the Quarterly package. Please use the Handicraft order form to place your orders. See our Handicraft section starting on page 388.

RELIGIOUS ITEMS:

Religious Items can only be purchased as a separate special purchase order. No Chaplain signature is required to purchase the pre-approved religious items according to the new Religious Property Matrix. Please use the Religious Order Form to purchase Religious Items.

DRESS OUT PACKAGE PROGRAM:

Union Supply Direct offers a Dress Out Package program for offenders up for parole in the back of this catalog. Orders can be placed no sooner than 45 days and no later than 20 days before your parole date, to allow ample time for processing and shipping. Please make sure to indicate your parole date on the order form.

For questions about the Dress Out Program, please write an inquiry letter to Union Supply Direct Customer Service at P.O. Box 9018, Rancho Dominguez, CA 90224-9018

