



# IDAHO DEPARTMENT OF CORRECTION

*"Protecting Idaho through Safety, Accountability, Partnerships,  
and Opportunities for Offender Change"*

C. L. "BUTCH" OTTER  
Governor

BRENT D. REINKE  
Director

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January 24, 2011

To: Idaho Judicial Districts

Subject: Correctional Alternative Placement Program (CAPP) APSI Reports

The Department has received feedback that the CAPP APSI, submitted 30 days prior to anticipated program completion, is sent too early. The Courts are concerned a report at this time does not provide a full and accurate update. The Department takes this concern seriously and has changed the timeframe when the CAPP APSI is submitted. Effective immediately, all CAPP APSIs will be submitted to the Court two weeks prior to the offenders' anticipated completion date.

As a consequence of this change, 30 days prior to anticipated completion, CAPP will fax to the Court a "Notification of Anticipated Program Completion" form (see attached). This provides advance notice for scheduling a Rider review hearing and protects the investment by minimizing deprogramming time in the county jail.

If you have any questions please do not hesitate to contact me.

Sincerely,

Brandon Phillips  
CAPP Placement Coordinator  
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Cc: File



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### Correctional Alternative Placement Program Notification of Anticipated Program Completion

**Date:**

**Offender Name:**

**Judge:**

**Offense:**

**Case #:**

**IDOC #:**

**County of Conviction:**

**Sentence:**

This letter is to notify the Court the above listed offender is scheduled to complete the Correctional Alternative Placement Program on \_\_\_\_\_. The Court will receive a final Addendum Pre-Sentence Investigation two weeks prior to this completion date. It is respectfully requested the Court to schedule a Retained Jurisdiction Review Hearing based on the anticipated completion date.

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John Doe  
CAPP Case Manager  
Correctional Alternative Placement Program  
Facility Address  
Facility Phone Number