The Department provides the following programs and specialized services:

- **Collection of Bail and Court Ordered Fines, Costs, Restitution and Act 35 Offender Supervision Fees** – The Department is responsible for the collection of all Fines, Costs, Restitution and Supervision Fees ordered in Criminal Court. The Department is, also, responsible for the collection of all Bail money. The Department’s probation aide/assistant to the chief has been designated to collect these monies, providing receipts to offenders/payees, and recording all payments received. In addition, the assigned adult probation officers are responsible for negotiating payment plans with offenders based on the amount due, ability to pay and length of supervision. The adult probation officers are required to modify payment plans if/when offenders’ financial circumstances change and pursue revocation proceedings on offenders who have not made three (3) or more monthly payments. Also, adult probation officers are required to monitor offenders for payment at an administrative level after their maximum expiration date of supervision until full payment is made.

- **Intensive Supervision Program** – This Program is specifically designed for non-violent probationers/parolees who incur technical violations of their supervision and those probationers/parolees who have committed summary offenses or low-grade misdemeanors and would otherwise be sentenced to partial or total confinement. The average length of time each offender spends on intensive supervision is three (3) to five (5) months. The Intensive Supervision Officer conducts more frequent offender/collateral contacts, surveillance, performs breath and urinalysis testing and ensures offender compliance with treatment.

- **Pre-Sentence Investigation Officer** – The Department has a Pre-Sentence Investigation Officer who is responsible for preparing all of the pre-sentence investigation reports for the Court.

- **Work Release Program** – This Program is utilized as an alternative to total confinement, so that the inmate can maintain his/her employment, thus having the financial ability to make restitution to the victim in a timely manner, and to provide financial support to his/her family. Inmates placed on the Work Release Program are housed in the Bedford County Prison. Chief Bowser is responsible for the administrative aspect of the Work Release Program, including getting inmates set-up with a work site and verifying and approving/disapproving work sites prior to the Court placing an inmate on work release. Once the inmate is placed on work release, the Intensive Supervision Officer becomes responsible for supervision, including conducting random unannounced worksite visits, collateral contacts, and random breath and urinalysis testing both at the Prison and worksite.