

# TABLE OF CONTENTS

Board of Commissioners _____	3
Access Codes - Telephone _____	4
Main Extension Numbers _____	6
Frequently Requested Telephone Numbers _____	7
Addresses _____	8
Fax Numbers _____	9
Local Emergency Planning Commission _____	10
Departments _____	11
911 Administration _____	11
County Public-Safety Dispatch _____	11
Animal Control _____	11
Building & Grounds, Mailroom, Shipping, Receiving _____	11
Courthouse Workshop _____	11
Health Department _____	11
Jail Workshop _____	11
Juvenile Center _____	11
Mailroom _____	11
Niles _____	11
Community Development _____	12
County Administration _____	12
County Clerk _____	12
Niles _____	12
County Commissioners _____	12
Department of Human Services _____	12
Drain Commissioner _____	13
Equalization _____	13
Felony Probation _____	13
Financial Services _____	13
GIS / Land Description _____	13
Health Department _____	14
Administration _____	14
Clinical & Community Health Serv. _____	14
Community Health Planning _____	14
Environmental Health Services _____	14
Finance _____	15
Program Operations _____	15
Substance Abuse Treatment & Prevention _____	15
Information Systems _____	15
Mail Room _____	16
Motor Pool _____	16
MSU Extension Service _____	16
Narcotics _____	16
Parks & Recreation _____	16
Love Creek _____	16
Madeline Bertrand _____	16
Silver Beach _____	16
Personnel _____	16
Printing, Microfilm & Records _____	17
Prosecuting Attorney _____	17
Courthouse _____	17
Niles _____	17
Support _____	17
Victim/Witness _____	17
Purchasing _____	17
Register of Deeds _____	17
Riverwood Mental Health _____	18
Road Commission _____	18
Sheriff's Office _____	18

Administration _____	18
Chaplain _____	18
Classification Officer _____	18
Community Tether _____	18
Court Officers _____	18
Crime Prevention _____	18
DHS Enforcement Officer _____	18
Detective Bureau _____	18
Emergency Management _____	18
Inmate Accounting _____	18
Inmate Services _____	18
Jail Division _____	18
Jail Kitchen _____	19
Jail Population _____	19
Jail Pretrial _____	19
Marine Division _____	19
Medical Services _____	19
Narcotics _____	19
Patrol/Enforcement _____	20
Quartermaster _____	20
Records _____	20
Substation - New Buffalo _____	20
Substation - Niles _____	20
Substation - Niles Township _____	20
Substation - Watervliet Township _____	20
Support Services _____	20
Training Center _____	20
Transport _____	20
Miscellaneous _____	20
Switchboard/Information _____	15
Treasurer's Office _____	21
Trial Court _____	21
Chief Judge Division _____	21
Administration _____	21
Civil Division _____	21
Administration _____	21
Civil Fileroom Clerks _____	21
Law Clerks _____	21
Mediation Clerk _____	21
Criminal/Traffic Division _____	22
Administration _____	22
Case Compliance _____	22
Clerks _____	22
Drug Court _____	22
Judicial _____	22
Jury Clerk _____	22
Jury Hotline _____	22
Magistrates _____	22
Misdemeanor Probation _____	22
Police Counter _____	22
Pretrial Services _____	22
Three Oaks _____	22
Family Division _____	23
Administration _____	23
Adoption Specialist _____	23
Business Office _____	23
Court Services Division _____	23
Domestic Relations File Clerks _____	23
Friend of the Court _____	23
FOC Accounting/Payments _____	23
FOC Court Invest. - Child Support _____	23
FOC Court Investigators - Enforce. _____	23

FOC Domestic Investigators _____	24
FOC Office Assistants _____	24
Intake _____	24
Intensive Probation Officers _____	24
Juvenile Center _____	24
Juvenile Center Maintenance _____	24
Juvenile Center Medical Office _____	24
Juvenile Center Switchboard _____	24
Niles Division _____	22
Clerks _____	22
Misd. Probation _____	23
Probate Court _____	24
Trial Court Cashiering/Accounting _____	21
Trial Court Enforcement _____	21
Veterans Services _____	25
Veterans Trust Fund _____	25
Employees - Alphabetical Listing _____	27

# BERRIEN COUNTY BOARD OF COMMISSIONERS

**Bartz, Richard**, District 8 \_\_\_\_\_ (H) 471-2936  
8945 Maplewood Drive  
Berrien Springs, MI 49103  
rbartz3104@sbcglobal.net

**Gast, Don**, District 9 \_\_\_\_\_ (H) 422-1411  
P.O. Box 177  
502 W. Lemon Creek Road \_\_\_\_\_ (C) 921-3104  
Baroda, MI 49101  
jule502@juno.com  
Administration Committee

**Gillespie, Gloria**, District 5 \_\_\_\_\_ (H) 983-5285  
303 Ridgeway  
St. Joseph, MI 49085  
Personnel & Human Services

**Hinkelman, Jon**, District 2 \_\_\_\_\_ 463-3385  
2201 M-140  
Watervliet, MI 49098  
jdhinkelman@qtm.net  
Personnel & Human Services

**LaMore, John**, District 12 \_\_\_\_\_ (H) 684-4948  
2329 Floral Drive \_\_\_\_\_ (C) 362-1764  
Niles, MI 49120  
johnnancylamore@yahoo.com  
Personnel & Human Services

**\*Leahey, Jeanette**, District 6 \_\_\_\_\_ (H) 429-6349  
2985 E. Bluffwood Terrace  
St. Joseph, MI 49085  
jeanetteleahey@hotmail.com  
Administration Committee

**Panozzo, Debra**, District 7 \_\_\_\_\_ (H) 429-2131  
1614 Barbara Ann Drive  
Stevensville, MI 49127  
debpanozzo@sbcglobal.net  
Finance Committee

**Rifenberg, Paul**, District 13 \_\_\_\_\_ (W) 683-7400  
1518 Sheridan Ave.  
Niles, MI 49120  
Personnel & Human Services

**\*Ryman, Donald F.**, District 11 \_\_\_\_\_ (H) 695-6552  
313 W. Front Street \_\_\_\_\_ (F) 695-2776  
Buchanan, MI 49107  
dryman@qtm.net  
Finance Committee

**\*Seats, Marletta**, District 3 \_\_\_\_\_ (W) 983-7111  
1644 Stanley Drive \_\_\_\_\_ ext. 8095  
Benton Harbor, MI 49022  
marletta@ameritech.net  
Personnel & Human Services

**Vavra, Andrew**, District 10 \_\_\_\_\_ (H) 756-7162  
7120 W. Elm Valley Road  
Three Oaks, MI 49128  
vavrafamily@qtm.net  
Administration Committee

**Wooley, Robert A.**, District 1 \_\_\_\_\_ (H) 468-7329  
PO Box 324 \_\_\_\_\_ (F) 468-9534  
Coloma, MI 49038 \_\_\_\_\_ (W) 468-3383  
nbsc@I2K.net  
Finance Committee

**Yarbrough, Mamie L.**, District 4 \_\_\_\_\_ (H) 925-2669  
1086 Monroe Street  
Benton Harbor, MI 49022  
mymymy59@sbcglobal.net  
Finance Committee

*\*Denotes Chair*

Chair _____	Richard Bartz
Vice-Chair _____	Debra Panozzo
Parliamentarian _____	Donald Ryman
Chaplain _____	Marletta Seats
Sergeant At Arms _____	Jon Hinkelman
County Administrator _____	William Wolf
Clerk _____	M. Louise Stine
Corporate Counsel _____	R. McKinley Elliott

## ACCESS CODES

	To Cancel
*1 Leave Word Calling .....	#1
*2 Call Forwarding .....	#2
*3 Hold (Call Waiting) .....	
*4 Last Number Dialed .....	
*5 Auto Call Back .....	#5
*6 Call Park .....	#6
(plus extension # call was left at)	
*7 Call Pickup .....	
*8 Send All Calls .....	#8

---

## DIALING INSTRUCTIONS

**Local** ..... Dial 9 + phone number

The following exchanges should be dialed as local calls:

Bridgman .....	465, 466
Covert .....	764
Sister Lakes .....	424
Cassopolis .....	228, 256, 445
Eau Claire .....	461
Dowagiac .....	462, 782, 783
Edwardsburg .....	663, 699

### Long

**Distance** ... Dial 9 + 1 + area code + phone number  
(if outside 269 area)

**ARS** (Automatic Route Selection) will find the least - cost route for you. This includes our Berrien County lines and South Bend - Mishawaka line.

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## TO REACH THE COURTHOUSE

### FROM:

Buchanan, Niles, Galien .....	684-5274
Three Oaks, New Buffalo, Lakeside	
Union Pier .....	756-9571

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**PERSON, COLLECT, BILL THIRD NUMBER:** Dial 9 + 0 + area code (if outside 269 area) + phone number. Operator assisted rates apply to these calls.

**CALLING CARDS:** From a touch tone telephone: Dial 0 + area code (if outside 269 area) + phone number. Wait for special tone, dial the 14 digit number on your Calling Card. If calling from a rotary dial telephone, follow instructions for Person, Collect, etc. If using an AT&T calling card you must dial 1-800-CALL-ATT or 1-800-2255-288.

**FOR ANY KIND OF TELEPHONE ASSISTANCE,  
CALL KARIN HARTING, EXT. 8150.**

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### ***ANALOG PHONE INSTRUCTIONS***

**An analog phone is a single line phone (i.e., models 8101, 8102, 8110, TMX 1102, TMX 1104, etc.)**

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### **TRANSFER:**

To send an existing call to another extension

- press switch hook or flash button
- dial 4 digit extension number
- announce call
- hang up

---

### **CONFERENCE:**

To add a 3rd party to call

- press switch hook or flash button
- dial number
- press switch hook or flash button after party answers

To drop a 3rd party

- press switch hook

To return to other party after busy tone or no answer

- press switch hook twice

---

### **AUTOMATIC CALLBACK**

To activate when busy tone is heard or party does not answer

- press switch hook or flash button
- dial \*5
- hear confirmation (3 short tones)
- hang up

To cancel

- dial #5
- hear confirmation (3 short tones)

---

### **CALL FORWARDING -- ALL CALLS**

To activate when calls are to be temporarily sent to another terminal

- get dial tone
- dial \*2
- dial extension number where calls will be sent
- hear confirmation (3 short tones)

To cancel

- get dial tone
- dial #2
- hear confirmation (3 short tones)

## **CALL PARK**

To activate when call will be retrieved at another terminal

- press switch hook or flash button
- dial \*6
- hear confirmation (3 short tones)

To retrieve call (answer back)

- dial #6 -- from any voice terminal
- dial extension number where call was parked
- hear confirmation (3 short tones)

---

## **CALL PICKUP**

To answer a group member's call

- get dial tone
- dial \*7

---

## **CALL WAITING & HOLD**

A 1, 2, or 3 tone signal during current call means a call is waiting. To answer that call

- dial \*3

---

## **LAST NUMBER DIALED**

To call number again

- get dial tone
- dial \*4

---

## **PRIORITY CALLING**

To send a distinctive signal

- get dial tone
- dial \*9
- dial extension number

---

## **SEND ALL CALLS**

To activate when all calls will immediately go to coverage

- get dial tone
- dial \*8
- hear confirmation (3 short tones)

To cancel

- get dial tone
- dial #8
- hear confirmation (3 short tones)

## ***DIGITAL PHONE INSTRUCTIONS***

**A digital phone has multiple call appearances for a single extension (i.e., models 6408D, 7410D, 8410D, etc.)**

---

## **TRANSFER**

To send an existing call to another extension

- press transfer button
- dial 4 digit extension number
- announce call
- press transfer button
- hang up

---

## **CONFERENCE**

To conference up to six parties on a call (including yourself)

1. Press conference button.
  - the present call is put on hold, and you are given a new call appearance; all of the other parties remain connected to each other
2. Dial the number of the new party and wait for an answer.
3. You can privately discuss the call with the new party at this time; if there is no answer or the line is busy, press the fluttering call appearance button to return to the held call.
4. Press conference button again.
  - all parties are now connected
5. Announce the call.
6. Repeat steps 1 through 5 for additional conference connections.

To drop the last party added to a conference call

1. Press drop button.
  - the last party you added is dropped
  - you remain connected to the other parties

Note: To drop a call on the 6400 series digital phones, press menu button, then press the button underneath the word drop.

Note: The parties other than the last one must disconnect to be released from the conference call.

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Other features for digital phones must be programmed on buttons (by Telecommunications Department) or by dialing feature access codes. Please call Karin Harting - ext. 8150 for assistance with programming/phone operations or an explanation of features.

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**COUNTY DEPARTMENTS**  
**MAIN EXTENSION NUMBERS**

County Administration _____	8095	Prosecuting Attorney _____	8311
Buildings and Grounds _____	8602	Public Works _____	8617
Community Development _____	8617	Purchasing _____	8200
County Clerk - Admin. Center _____	8233	Register of Deeds _____	8562
County Clerk - Courthouse _____	8368	Sheriff _____	8000
County Clerk - Niles _____	6288	Switchboard _____	8000
County Commissioners _____	8095	Treasurer _____	8569
Drain Commissioner _____	8261	Trial Court - Cashiering _____	8820
Equalization _____	8215	Trial Court - Civil _____	8683
Family Division - Friend of the Court _____	8575	Trial Court - Drug Court _____	8348
Family Division - Information _____	8613	Trial Court - Felony Probation _____	8251
Family Division - Juvenile Center _____	4210	Trial Court - Magistrate _____	8806
Financial Services _____	8623	Trial Court - Misdemeanor Probation _____	8606
GIS / Land Description _____	8300	Trial Court - Traffic / Criminal _____	8680
Health Department - Benton Harbor _____	5000	Veterans Services _____	8224
Health Department - Niles _____	6500	Veterans Trust Fund _____	8510
Information Systems _____	8604		
Microfilm & Records _____	4630		
Motor Pool _____	4604		
MSU Extension _____	4001		
Narcotics _____	4710		
Parks _____	8435		
Personnel _____	8616		
PMRC - Printing _____	4630		
PMRC - Records _____	4640		
Probate Court _____	8365		

**FREQUENTLY REQUESTED  
TELEPHONE NUMBERS**

Animal Control ( Dog Pound) \_\_\_\_\_ 471-7531

Attorney General's Office (Consumer Complaints) \_\_\_\_\_  
\_\_\_\_\_ 517-373-1140

Bankruptcy Court \_\_\_\_\_ 616-456-2231

Berrien Bar Association \_\_\_\_\_ 983-0161

Berrien County Fair Office \_\_\_\_\_ 473-4251

Berrien County ISD \_\_\_\_\_ 471-7725

Berrien Historical Museum \_\_\_\_\_ 471-1202

Better Business Bureau \_\_\_\_\_ 574-277-9121

Blue Cross/Blue Shield of Michigan 800-821-2733

Civil Rights Department 800-482-3604 925-7044

Community Development \_\_\_\_ 983-7111, ext. 8617

Cornerstone Alliance \_\_\_\_\_ 925-6100

Court of Appeals \_\_\_\_\_ 517-373-0786

DHS - Department of Human Services  
Benton Harbor \_\_\_\_\_ 934-2000  
From Niles, Buchanan \_\_\_\_\_ dial 866-436-0002

Dispatch - non-emergency \_\_\_\_\_ 983-3060

DNR - Dept. of Natural Resources \_\_\_\_\_ 685-6851

Environmental Health Department \_\_\_\_\_ 927-5623

Family Division - Information \_\_\_\_\_ 8613, 982-8613

FBI - Federal Bureau of Investigation \_\_\_\_ 982-0390

Federal Probation \_\_\_\_\_ 269-381-5341

Felony Defense \_\_\_\_\_ 983-5297

Health Department - Benton Harbor 5000, 926-7121

Health Department - Niles \_\_\_\_\_ 6500, 684-2800

Health Department - Three Oaks \_\_\_\_\_ 756-2008

Jury Hotline \_\_\_\_\_ 8600, 982-8600

Juvenile Center \_\_\_\_\_ 4210, 471-2831

Legal Aid \_\_\_\_\_ 1-888-418-1311 or 983-6363

Mediation Clerk \_\_\_\_\_ 8695, 982-8695

M.S.U. Extension Service \_\_\_\_\_ 944-4126

Mental Health / Riverwood Center \_\_\_\_\_ 925-0585

Michigan State Police \_\_\_\_\_ 429-1111

Michigan State Police - Bridgman \_\_\_\_\_ 465-3111

Michigan Works \_\_\_\_\_ 927-1799

NAACP \_\_\_\_\_ 927-2219

Narcotics \_\_\_\_\_ 4710

Parole Office \_\_\_\_\_ 925-3293

Printing, Microfilm & Records \_\_\_\_\_ 4630, 4640

Protective Services \_\_\_\_\_ 934-2300

Road Commission \_\_\_\_\_ 800-442-0734 925-1196

Secretary of State \_\_\_\_\_ 888-767-6424

Social Security Office \_\_\_\_\_ 926-1865

St. Joseph County Courthouse \_\_\_\_ 269 / 467-5500

South County Building \_\_\_\_\_ 684-5274

Unemployment Insurance Agency \_\_ 800-638-3995

Veterans Services \_\_\_\_\_ 8224

Veterans Trust Fund \_\_\_\_\_ 8510

Victim/Witness \_\_\_\_\_ 8640, 982-8640

Witness Hotline (Felony) \_\_\_\_\_ 8621, 982-8621

Witness Hotline (Misdemeanor) \_\_ 8662, 982-8662

Witness Hotline (South County) \_\_ 6294, 684-5274

## ADDRESSES

911 Public Safety - Admin \_\_\_\_\_ 983-7111  
2100 E. Empire, Benton Harbor, MI 49022

911 Public Safety - Dispatch \_\_\_\_\_ 983-3060  
2100 E. Empire, Benton Harbor, MI 49022

Administration Center \_\_\_\_\_ 983-7111  
701 Main Street, St. Joseph, MI 49085-1316

Animal Control \_\_\_\_\_ 471-7531  
9204 Huckleberry Rd., Berrien Center, MI 49102

Berrien County Courthouse \_\_\_\_\_ 983-7111  
811 Port Street, St. Joseph, MI 49085

Building & Grounds \_\_\_\_\_ 6289 or 684-5274  
1205 N. Front St., Niles MI 49120

Community Development \_\_\_\_ 983-7111, ext. 8617  
701 Main Street, St. Joseph, MI 49085-1316

County Clerk \_\_\_\_\_ 6288 or 684-5274  
1205 N. Front St., Niles MI 49120

Directions to Administration Center \_\_\_\_\_ 8946

Directions to Courthouse \_\_\_\_\_ 8941

Emergency Management \_\_\_\_\_ 983-7111  
2100 E. Empire, Benton Harbor, MI 49022

Family Div. - Friend of the Court \_\_\_\_ 6299 or 684-5274  
1205 N. Front St., Niles, MI 49120

Family Div. - Juvenile Center \_\_\_\_ 4210 or 471-2831  
6414 Dean's Hill Rd., Berrien Center, MI 49102

Health Department \_\_\_\_\_ 5000 or 926-7121  
769 Pipestone, P.O. Box 706,  
Benton Harbor, MI 49023

• 2106 M-139, Benton Harbor, MI 49022  
\_\_\_\_\_ 5623 or 927-5623

• 1205 N. Front St., Niles MI 49120  
\_\_\_\_\_ 6500 or 684-2800

• 21 Elm Street, Three Oaks, MI 49128 \_ 756-2008

Job Posting \_\_\_\_\_ 8919

Marine Garage \_\_\_\_\_ (No Phone)  
Yore Ave., Benton Harbor, MI 49022

Mental Health / Riverwood \_\_\_\_\_ 925-0585  
1485 S. M-139, Benton Harbor, MI 49022

MSU Extension \_\_\_\_\_ 4000 or 944-4126  
1737 Hillandale Rd., Benton Harbor, MI 49022

MSUE Expanded Food & Nutrition Educ. Program  
\_\_\_\_\_ 925-4822  
960 Agard, Benton Harbor, MI 49022

Motorpool \_\_\_\_\_ 4604  
2100 E. Empire, Benton Harbor, MI 49022

Parks & Recreation  
• Love Creek \_\_\_\_\_ 471-2617  
9292 Huckleberry Rd., Berrien Center, MI 49102

• Madeline Bertrand \_\_\_\_\_ 683-8280  
3038 Adams Road, Niles, MI 49120

• Silver Beach \_\_\_\_\_ 982-0533  
Lake St., St. Joseph, MI 49085

Parole Office \_\_\_\_\_ 925-3293  
429 Waukonda, Benton Harbor, MI 49022

Printing, Microfilm & Records Center \_\_\_\_ 4630, 4635  
2100 E. Empire, Benton Harbor, MI 49022

Prosecuting Attorney \_\_\_\_\_ 6294 or 684-5274  
1205 N. Front St., Niles MI 49120

Prosecutor's Support \_\_\_\_\_ 934-2250  
PO Box 1407, Benton Harbor, MI 49023-1407

Sheriff \_\_\_\_\_ 6298 or 684-5274  
1205 N. Front St., Niles MI 49120

Sheriff's Dept./Jail \_\_\_\_\_ 8000 or 983-7141  
919 Port St., St. Joseph, MI 49085

South County Building \_\_\_\_\_ 684-5274  
1205 N. Front St., Niles, MI 49120

Trial Court \_\_\_\_\_ 6260 or 684-5274  
1205 N. Front St., Niles MI 49120

Trial Court - Criminal Division \_\_\_\_ 8682 or 982-8682  
811 Port Street, St. Joseph, MI 49085

Trial Court - Felony Probation \_\_\_\_ 6280 or 684-5274  
1205 N. Front St., Niles MI 49120

Trial Court - Magistrate - Niles \_\_\_\_ 6265 or 684-5274  
1205 N. Front St., Niles MI 49120

Trial Court - Magistrate - St. Joseph \_\_\_\_\_ 8806  
811 Port St., St. Joseph, MI 49085

Trial Court - Magistrate - Three Oaks \_\_\_\_ 756-1413  
21 N. Elm St., Three Oaks, MI 49128

Trial Court - Misd. Probation \_\_\_\_ 6290 or 684-5274  
1205 N. Front St., Niles MI 49120

Trial Court - Misd. Probation \_\_\_\_ 8606 or 982-8606  
811 Port St., St. Joseph, MI 49085

## FAX NUMBERS

911 Administration (Dispatch)	982-8628
• Court Warrant	982-8671
Administration	983-5788
Animal Control	473-2809
Building & Grounds	982-8666
Community Development	982-8611
County Administration	983-5788
County Clerk, Adm. Center, St. Joseph	982-8667
County Clerk, Courthouse, St. Joseph	982-8642
County Clerk, Family Division	982-8644
County Clerk, Niles	687-1261
Department of Human Services	934-2115
Drain Commissioner	982-8658
Equalization	982-8666
Family Division	
• Court Services, Niles	687-1288
• Friend of the Court, Enforcement	982-8647
• Friend of the Court, St. Joseph	982-8624
• Juvenile, St. Joseph	982-8697
• Juvenile Center, Berrien Center	471-2837
• Juvenile Center Control Room	4202
Financial Services	983-5422 or 982-8666
GIS / Land Description	982-8611
Health Department - • 769 Pipestone	926-8129
• Niles	684-3879
• 756 Pipestone	925-8830
• 785 Pipestone	927-5688
• M-139	927-2960
• Three Oaks	756-2010
Information Systems	982-8666
MSU Expanded Food & Nut. Educ. Pro.	925-6134
MSU Extension	982-8666
Motor Pool	982-8666
Parks	982-8661
Payroll	982-8667
Personnel	983-5788
Planning	982-8611
Printing, Microfilm, Records	982-8639
Probate Court	982-8644
Prosecuting Attorney, Benton Harbor	934-2258
Prosecuting Attorney, St. Joseph	983-5757
Prosecuting Attorney, Niles	687-8681
Purchasing	982-8668
Register of Deeds	982-8659

Riverwood Center	925-0070
Sheriff's Department	983-3240
• Detectives	982-8669
• Emergency Management	983-5726
• Jail	982-8619
• Master Control	982-8619
• Medical	983-0228
• Narcotics	982-8641
• Niles	687-1280
• Pretrial	982-8674
• Records	982-8650
• Squad Room	983-3240
• Tether	983-2243
• Undersheriff	983-9956
Treasurer's Office	982-8651
Trial Court	
• Administration	982-8634
• Civil Division	983-3604
• Criminal / Traffic Administration	982-8643
• District Court, Niles	684-4461
• Family Division - Business Office	982-8609
• Felony Probation	982-8652
• Felony Probation, Niles	683-0257
• File Room	982-8647
• Judicial Criminal Division	982-8614
• Magistrate, Three Oaks	756-1423
• Mediation Clerk	982-8666
• Misdemeanor Probation, St. Joseph	982-8689
• Misdemeanor Probation, Niles	684-7250
• Trial Court Cashiering	982-8609

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**NOTE: If your fax number is 687-12XX, 927-56XX or 982-86XX you can fax to another 687-12XX, 927-56XX or 982-86XX fax number using the last 4 digits ie. Information Systems X8666 can fax to Purchasing X8668 just using the 4 digit extension.**

---

**LOCAL EMERGENCY PLANNING  
COMMISSION**

**Dick Bartz** \_\_\_\_\_ 471-2936  
8945 Maplewood Dr.  
Berrien Springs, MI 49103

**John LaMore** \_\_\_\_\_ 684-4948  
2329 Floral Dr.  
Niles, MI 49120

**Julius Grau** \_\_\_\_\_ 471-7808  
5567 Pokagon Rd.  
Berrien Springs, MI 49103

**Chief Gary Brovold** \_\_\_\_\_ 683-3311  
Niles Township Fire Department  
2049 S. 3rd Street  
Niles, MI 49120

**Joanne Davidhizar** \_\_\_\_\_ 944-4126  
MSU Extension Service  
1737 Hillandale Road  
Benton Harbor, MI 49022

**Angela Laskarides** \_\_\_\_\_ 927-2288  
American Red Cross  
303 Riverview Drive  
Benton Harbor, MI 49022

**Jeanette Leahey** \_\_\_\_\_ 429-6349  
2985 E. Bluffwood  
St. Joseph, MI 49085

**Chief Kevin Luhrs** \_\_\_\_\_ 983-4641  
St. Joseph City Fire Dept.  
923 Broad Street  
St. Joseph, MI 49085

**Gary Witkowski** \_\_\_\_\_ 927-5617  
Berrien County Health Department  
2106 M-139 Hwy  
Benton Harbor, MI 49022

**Marcy Colclough** \_\_\_\_\_ 925-1137  
SW Michigan Planning Commission  
185 E. Main St. #701  
Benton Harbor, MI 49022

**Valarie Grimes** \_\_\_\_\_ 471-7531  
Berrien County Animal Control  
9204 Huckleberry Rd.  
Berrien Center, MI 49102

**Lee Scherwitz** \_\_\_\_\_ 927-3194  
SW MI Airport  
1123 Territorial Rd.  
Benton Harbor, MI 49022

**Gayle Bassett** \_\_\_\_\_ 983-7111, ext. 4915  
**Capt. Mike Bradley** \_\_\_\_\_ 983-7111, ext. 4916  
**Deputy Chris Corteville** \_\_\_\_\_ 983-7111, ext. 4997  
**Deputy Ron Bush** \_\_\_\_\_ 983-7111, ext. 4974  
Berrien County Emergency Management  
2100 E. Empire Ave.  
Benton Harbor, MI 49022