

## **CHIEF JUDGE DIRECTIVE 21-02 ATTACHMENT**

### **Procedures for Provision of Doctor's Reports to the Sheriff under Wis. Stat. 971.14**

1. When a competency report is e-filed in any criminal case, the Deputy Court Clerk will pull in the filing and electronically forward the report in the e-filing system to pre-assigned Customer Service staff members.
2. The assigned Customer Service staff will print and place the report in a sealed envelope.
3. The report will be held at the front desk in the Criminal Division Office of Clerk of Circuit Court, Safety Building Room 117 for pick-up.
4. Reports will only be turned over to the following MCSO personnel:
  - Inspector Aaron Dobson
  - Captain William Duckert
  - Captain Joshua Briggs
  - Lieutenant Cassandra Joshua
5. Authorized MCSO personnel will call the Clerk of Circuit Court-Criminal Division daily at (414) 278-5386 to determine if there are reports ready for pick-up.
6. If a competency report is available, it will be picked up by one of the individuals authorized in Section 4 above, and turned over only to those individuals authorized under Wis. Stat 971.14(4)(a) as follows:
  - The person who is responsible for maintaining medical records for inmates of the jail;
  - To a nurse licensed under ch. 441;
  - To a physician or physician assistant licensed under subch. II of ch. 448 who is a health care provider for the defendant or who is responsible for providing health care services to inmates of the jail.
7. Reports must be picked-up in person.
8. Questions regarding report availability should be directed to (414) 278-5386.
9. Any necessary changes to this procedure must be communicated in writing to the District Court Administrator and approved by the Chief Judge.