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STATE OF WISCONSIN

**FIRST JUDICIAL DISTRICT**

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**CHIEF JUDGE  
DIRECTIVE  
21-02B  
(AMENDED ATTACHMENT)**

**DATE:** December 14, 2022

**TO:** All Judges, All Court Commissioners, District Court Administrator, County Executive, Clerk of Circuit Court, Corporation Counsel, Sheriff, District Attorney, City Attorney, State Public Defender, DAS, Fiscal Affairs, Court Coordinators, Children, Youth and Family Services, Division of Milwaukee Child Protective Services, Legal Aid Society, JusticePoint, WCS, Court Reporting Services, IMSD, Legal Resource Center, CCAP, Facilities Management, and Media.

**FROM:** Chief Judge Mary E. Triggiano

**RE:** **PROVISION OF DOCTOR'S REPORTS TO THE SHERIFF UNDER WIS. STAT 971.14**

WHEREAS, Wis. Stat. 971.14(4) permits the sheriff or jailer charged with care and control of the jail in which a defendant who has been ordered to undergo examination and/or treatment under Wis. Stat. 971.14 to request and be provided with a copy of any report prepared pursuant to 971.14(3) and forwarded to the Court; and

WHEREAS, per Wis. Stat 971.14(4) (a), upon request of the sheriff/jailer the court shall cause a copy of the report to be delivered to the sheriff or jailer; and

WHEREAS, Wis. Stat. 971.14(4) (a) permits the sheriff or jailer to provide a copy of the report to the person who is responsible for maintaining medical records for inmates of the jail, or to a nurse licensed under ch. 441, or 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; and

WHEREAS, on March 10, 2021, the Milwaukee County Office of the Sheriff (Jail Commander) submitted a letter to the Office of the Chief Judge requesting copies of such

reports for all persons ordered to undergo a competency evaluation and/or to be treated to competency who are in the custody and care of the Milwaukee County Sheriff; and

WHEREAS, the Office of the Sheriff (Jail Commander) agree to comply with the requirements of Wis. Stat 971.14(4) (a) regarding provision of the report;

THEREFORE, IT IS HEREBY DIRECTED that, effective immediately, the Clerk of Circuit Court shall provide to the Office of the Sheriff (Jail Commander and designated Staff) copies of competency/doctor's reports for all persons ordered to undergo a competency evaluation and/or to be treated to competency who are in the custody and care of the Milwaukee County Sheriff.

Dated at Milwaukee, Wisconsin, this 14<sup>th</sup> day of December, 2022.



Hon. Mary E. Triggiano, Chief Judge

MET: hbs

Attachment (Amended)

**CHIEF JUDGE DIRECTIVE 21-02B**  
**(AMENDED) ATTACHMENT)\*\***

\*\*Updated MCSO Personnel\*\*

**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**:
  - **Director Joshua Briggs\*\***
  - Captain William Duckert
  - **Captain Telia Evans\*\***
  - **Lieutenant Mary K. Sawczuk**
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.