

ICE and/or Law Enforcement Presence at Iowa MMJ Office

Updated August 2026

If Law Enforcement Officers (LEO's) from Immigration and Customs Enforcement (ICE) or from another agency come to Iowa MMJ's office:

The staff person who responds to the knock/doorbell and can see that the individuals are ICE or other law enforcement officers:
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| <ol style="list-style-type: none">1. If possible; do not allow the officials into the office. (The main door of the office is to be closed at all times.)<ol style="list-style-type: none">a. If they ask to enter (with or without warrant) - give them cards (see below to print copies of the cards which will be located at front desk) that say <i>"I do not have the authority to consent to any searches or allow you access. Please wait while I contact a supervisor."</i>2. If ICE or other LEO's enter the office without permission, also give them the card, and ask them to wait in the waiting room.<ol style="list-style-type: none">a. If there are clients in the waiting room, direct them to a conference room.3. The first staff member to have contact with LEO's will:<ol style="list-style-type: none">a. Immediately contact the Executive Director, one of the Legal Program Directors, or designated staff to handle all further communication with LEO's<ol style="list-style-type: none">i. As of August 2026 these Designated Staff are Erica Johnson, Ann Naffier, Jody Mashek and/or Susie Tierney.ii. The order in which Designated Staff should be attempted to be contacted are:<ol style="list-style-type: none">1. Erica Johnson2. Ann Naffier3. Jody Mashek4. Susie Tierneyb. Alert all staff by paging Supervisors:<ol style="list-style-type: none">i. On our phone system (on any phone) push the button labeled "Page" (which is the 4th from the top – last – on the left side of your phone screen) and say "Supervisors needed at the front desk immediately."<ol style="list-style-type: none">1. All supervisors will go to the front desk immediately with their phones. |
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All other staff should:

1. Immediately lock their file (e.g. client, HR, other confidential files) cabinets.
2. Lock the cabinets of any staff who are not present.
3. Give keys to supervisor or other designated staff when they pass by your office.
4. Proceed to follow the instructions for all other staff listed below.
5. Remain calm and orderly
6. Remain in their office, unless:
 - a. Securing the files of a staff member who is not readily available to secure their own files
 - b. Otherwise directed by the Designated Staff
7. Follow all instructions of Designated Staff
 - a. Remember you can exercise your right to remain silent if questioned by LEO's. Remind any clients with you of this right as well.
 - b. You may use a card to show the officer that says "I do not have the authority to consent to any searches or allow you access. please wait while I contact a supervisor." You can get these cards at the front desk.

Any non-staff who are present in the office should:

1. Remain calm and orderly
2. Remain where they are, unless directed by Designated Staff or a staff member to whom the Designated Staff has delegated communication.
3. Follow all instructions of Designated Staff
4. Remember you can exercise your right to remain silent if questioned by LEOs.

Designated Staff should:

1. Request to know the purpose of the visit as well as requesting a valid judicial warrant.
2. If LEO's cannot produce a valid judicial warrant, the Designated Staff will request law enforcement to leave.
 - a. Generally, if the LEO cannot produce a valid judicial warrant or some other official document giving them permission to conduct the visit, the Designated Staff should exercise their right to remain silent, not sharing any information or answering questions. The designated staff may say something similar to what all staff have been advised to say: *"I do not have the authority to consent to any searches, answer your questions or allow you access."*
3. If LEO's do produce a valid judicial warrant:
 - a. Designated Staff will thoroughly review the judicial warrant to confirm the type and scope of the judicial warrant.
 - i. They may—in their discretion—ask the LEO whether all other employees and others who are not listed on the valid judicial warrant are free to leave.

1. If the LEO's response is "yes," then employees and others should leave.
 - a. A supervisor or Designated Staff should tell people to leave or should assign another staff person to do so.
 - b. Staff should accompany any clients out of the building.
 - c. Consider using exits other than the main doors.
2. If the LEO's response is "no," then employees and others should say "I will not answer any questions" and remain silent
 - ii. Designated Staff should monitor as officials enter to ensure they remain within the scope of the warrant.
- b. Designated Staff should collect any relevant information including agencies involved, officer's name(s), badge number, a copy of the warrant, and anything the officer conveys about the purpose of the visit.

Other available Designated Staff should:

1. Serve as "back-up" to record the interaction with the law enforcement officials.
2. Walk around the office making sure all staff are aware of what is happening, assuring that all files are locked, and should collect keys from all employees.
3. Call allies and/or legal representation to request that they help with "legal observation".
4. If the Executive Director is not in the office, they should also be contacted immediately. If they are unavailable, the Chair of the Board of Directors should be contacted, If the Chair is unavailable continue through until a board member is reached. (A list of Board Members and their contact information is to be posted in the office of the Executive Director.)

I do not have the authority to consent to any searches or allow you access. Please wait while I contact a supervisor.

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