



HUMAN RESOURCES DEPARTMENT, KITTITAS COUNTY

205 W 5th Ave., Suite 107, Ellensburg, WA 98926

509-962-7082 | hr@co.kittitas.wa.us

https://www.co.kittitas.wa.us/

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN KITTITAS COUNTY AND LOCAL 760 (CORRECTIONS NON-UNIFORMED)
TO RECOGNIZE AND CLASSIFY DIGITAL FORENSICS INVESTIGATOR I AND DIGITAL FORENSICS
INVESTIGATOR II

This MOU is entered into between Kittitas County and Teamsters Local 760 (Corrections Non-Uniformed), for the purpose of establishing the following:

After thorough review and consideration of the staffing needs of the Kittitas County Sheriff's Office, Kittitas County and Local 760 have reached an agreement to recognize and classify the newly created Digital Forensics Investigator I (DFI I) and Digital Forensics Investigator II (DFI II) positions (job descriptions attached) as part of the bargaining unit. The agreed upon wage scale shall be:

Table with 6 columns: Step, Years of Service Completed, Percentage Increase from Previous Step, 2025 Monthly Base Wage, 2026 Monthly Base Wage, 2027 Monthly Base Wage. Rows show steps 1, 2, 3, and 3 with corresponding wages.

Table with 6 columns: Step, Years of Service Completed, Percentage Increase from Previous Step, 2025 Monthly Base Wage, 2026 Monthly Base Wage, 2027 Monthly Base Wage. Includes a note: Step 1 is equal to 5% above DFI I step 4. Rows show steps 1, 2, 3, and 3 with corresponding wages.

The following articles of the Collective Bargaining Agreement will also be amended:

ARTICLE 7 – DEFINITIONS OF EMPLOYEES

- Article 7.2 will be amended to include the DFI I and DFI II in the list of regular employees.

ARTICLE 8 – SENIORITY

- Article 8.4 will be amended to include the DFI I and DFI II in the list of classifications.

ARTICLE 10 – HOLIDAYS/PAID TIME OFF (PTO)

- Article 10.1.3 will be amended to include DFI I and DFI II in the list of employees who will take holidays separately from accrued PTO leave.
Article 10.2.2 will be amended to include DFI and DFI II in the list of employees receiving PTO accrual.



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ARTICLE 11 – HOURS OF WORK - OVERTIME

- Article 11.1.2 will be amended to include the DFI I and DFI II in the workday structure.

APPENDIX A – WAGES

- Appendix A will be amended to include the DFI I and DFI II positions in the wage table.

The Union was kept informed and actively participated in the changes indicated herein, and this MOU resolves all known bargaining issues surrounding the creation of these new positions. This MOU will amend the collective bargaining agreement only as indicated above; the remainder of the CBA will remain unaltered.

By acceptance and signature below, both parties agree that these solutions are reached through mutual understanding.

DATED this 11th day of March ~~February~~, 2025.

FOR THE UNION

Richard A. Salinas
Richard A. Salinas, Secretary-Treasurer 2.10.25

FOR THE EMPLOYER

Laura Osiadacz
Laura Osiadacz, Chair

Cory Wright
Cory Wright, Vice Chair

Brett Wachsmith
Brett Wachsmith, Commissioner

Clayton Myers
Clay Myers, Sheriff

ATTEST

Julie Kjorsvik, Clerk of the Board



Kittitas County, Washington

Job Description

POSITION TITLE: DIGITAL FORENSICS INVESTIGATOR I (DFI I)

<input checked="" type="checkbox"/> Created:	1/01/2025		
REPORTS TO:	MCU SERGEANT		
DEPARTMENT:	SHERIFF'S OFFICE		
JOB SUMMARY	The Digital Forensics Investigator I conducts primarily standard procedures and analysis in the collection, processing, preservation, and presentation of digital evidence to assist law enforcement in a variety of criminal and community caretaking investigations. The DFI acts as a technical expert with the Sheriff's Office regarding Digital Forensics. Receives a special commission from the Sheriff granting limited authority to work with regular commissioned deputies and detectives under the guidance of Local/State/Federal laws and regulations, County policies, regulations and procedures.		
SUPERVISORY DUTIES:	None		
CATEGORY:	Full-Time	OCCUPATION CODE:	5766
UNION AFFILIATION:	Local 760 (Non-Uniformed Jail)	HOURS/WEEK:	40
FLSA STATUS:	Non-Exempt	DRS ELIGIBILITY:	PERS
BACKGROUND CHECK LEVEL:	Law Enforcement	PROBATIONARY PERIOD:	12 Months

ESSENTIAL FUNCTIONS:

- Conduct seizures and examinations of electronic devices including cell phones, smart phones, tablets, laptops, personal computers, and electronic data storage media to secure and recover data as evidence.
- Assist in the execution of search warrants for evidence in criminal investigations including deploying into the field to assist Law Enforcement in evidence searches and collection. Conduct on-site forensic analysis previews of digital evidence.
- Prepare detailed reports of digital evidence extractions, analyses, and investigations.
- Assist prosecuting attorneys with trial preparation and the coordinated presentation of digital evidence.
- Make court appearances as required and testify about investigations.
- Make recommendations regarding items to be seized based on search warrant specifics and relevant case law.
- Conduct and participate in internet-based investigations including but not limited to online operations regarding child exploitation, child pornography, underage prostitution, and cyberstalking.
- Learn new and emerging technologies relevant to digital forensic investigations such as peer-to-peer network operations and advanced open-source intelligence techniques.
- Develop and maintain collaborative and respectful relationships with office members, outside agencies, and others.
- Present information to community organizations regarding digital forensic investigations.
- Provide training and education for Sheriff's Office and other public safety personnel regarding digital forensics.
- Comply with relevant laws and regulations and the policies of the Sheriff's Office and Kittitas County.
- Ensure integrity and confidentiality of evidence by properly securing and documenting data and devices to maintain a reliable chain of custody.
- Review, analyze, and recommend updates to policies, software, or tools to improve investigative capabilities.
- Work in a manner that reflects the Mission, Vision, and Values of the Sheriff's Office.



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- Assist the Digital Forensics Investigator II with complex forensics issues.
- Complete special project as assigned.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High School diploma or GED equivalent.
- US citizenship or lawful permanent resident.
- Two (2) years of work experience in a professional office environment.
- Valid Washington State Driver's License.
- Must pass all required Civil Service examinations.
- Must possess the following certifications (or equivalents as recognized by the Sheriff), or have the ability to obtain certifications within one (1) year of hire:
 - Cellebrite Certified Operator
 - Cellebrite Certified Physical Analyzer
 - Magnet Forensics Certified Graykey Examiner
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and evidence of rehabilitation will be taken into consideration.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Demonstrated proficiency in the use of digital electronic devices, programs, and systems.
- At least intermediate computer skills utilizing both Microsoft and Apple operating systems.
- Clear, correct, and effective English language written communications.
- Ability to maintain confidentiality with respect to the area of work.
- Ability to work a full-time, 40-hour work week.
- Ability to work independently and as part of a team.
- Ability to establish professional and cooperative working relationships with employees, other agencies, and the public.

PREFERRED QUALIFICATIONS:

- Associate's degree in digital forensics or related field, or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to learn and perform the duties of a DFI.
- Advanced computer skills utilizing both Microsoft and Apple operating systems.
- Knowledge of multiple operating systems including Windows, Linux, OSX, Android, IOS and others.
- Intermediate skills in Microsoft Word, Excel, Outlook, and PowerPoint.
- Knowledge of principles and procedures of record keeping.

WORKING CONDITIONS:

Work is performed both in Kittitas County facilities and in other locations as dictated by investigations. Work may be highly independent with limited supervision. This position requires sustained sitting and prolonged periods of computer operation. Must be able to use standard office equipment and other tools/equipment pertinent to the work required. Must have ability to lift, pull, push and/or carry up to 50



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Job Description

POSITION TITLE: DIGITAL FORENSICS INVESTIGATOR II (DFI II)

Created: 1/01/2025

REPORTS TO: MCU SERGEANT

DEPARTMENT: SHERIFF'S OFFICE

JOB SUMMARY The Digital Forensics Investigator II conducts advanced technical analyses and procedures in the collection, processing, preservation, and presentation of digital evidence to assist law enforcement in a variety of criminal and community caretaking investigations. Acts as a technical expert with the Sheriff's Office regarding Digital Forensics. Receives a special commission from the Sheriff granting limited authority to work with regular commissioned deputies and detectives under the guidance of Local/State/Federal laws and regulations, County policies, regulations and procedures.

SUPERVISORY DUTIES: None

CATEGORY: Full-Time

OCCUPATION CODE: xxxx

UNION AFFILIATION: Local 760 (Non-Uniformed Jail)

HOURS/WEEK: 40

FLSA STATUS: Non-Exempt

DRS ELIGIBILITY: PERS

BACKGROUND CHECK LEVEL: Law Enforcement

PROBATIONARY PERIOD: 12 Months

ESSENTIAL FUNCTIONS:

- Conduct seizures and examinations of electronic devices including cell phones, smart phones, tablets, laptops, personal computers, and electronic data storage media to secure and recover data as evidence.
- Participate in the execution of search warrants for evidence in criminal investigations including deploying into the field to assist Law Enforcement in evidence searches and collection. Conduct on-site forensic analysis previews of digital evidence.
- Prepare detailed reports of digital evidence extractions, analyses, and investigations.
- Assist prosecuting attorneys with trial preparation and the coordinated presentation of digital evidence.
- Make court appearances and give testimony relating to investigations.
- Make recommendations regarding items to be seized based on search warrant specifics and relevant case law.
- Conduct and participate in internet-based investigations including but not limited to online operations regarding child exploitation, child pornography, underage prostitution, and cyberstalking.
- Keep up-to-date with emerging threats, hacking techniques, and new forensic methodologies.
- Learn new and emerging technologies relevant to digital forensic investigations such as peer-to-peer network operations and advanced open-source intelligence techniques.
- Develop and maintain collaborative and respectful relationships with office members, outside agencies, and others.
- Present information to community organizations and professional conferences regarding digital forensic investigations.
- Provide training and education for Sheriff's Office and other public safety personnel regarding digital forensics.
- Comply with relevant laws and regulations and the policies of the Sheriff's Office and Kittitas County, and work in a manner that reflects the Mission, Vision, and Values of the Sheriff's Office.
- Ensure integrity and confidentiality of evidence by properly securing and documenting data and devices to maintain a reliable chain of custody.



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- Review, analyze, and recommend updates to policies, software, or tools to improve investigative capabilities.
- Participate in training and development of the Digital Forensic Investigator I if that position is filled.
- Complete special project as assigned.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent.
- US citizenship or lawful permanent resident.
- Associate's degree in computer science or related field.
- Minimum of three (3) years of professional experience in digital forensic investigations in a criminal justice setting including demonstrated capability in the extraction of digital forensic evidence and the interpretation of such evidence in the context of criminal investigations.
- An equivalent combination of education and/or experience may be considered in lieu of education and experience requirements listed above (must be approved by the Sheriff and Civil Service Commission upon review of application).
- Valid Washington State Driver's License.
- Must pass all required Civil Service examinations.
- Successful completion of Basic Computer Evidence Recovery Training at the US Secret Service's National Computer Forensic Institute, or equivalent at time of hire.
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and evidence of rehabilitation will be taken into consideration.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Demonstrated proficiency in the use of digital electronic devices, programs, and systems.
- Advanced computer skills utilizing both Microsoft and Apple operating systems.
- Clear, correct, and effective English language written communications.
- Ability to maintain confidentiality with respect to the area of work.
- Ability to work a full-time, 40-hour work week.
- Ability to work independently and as part of a team.
- Ability to establish professional and cooperative working relationships with employees, other agencies, and the public.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in digital forensics or related field.
- Certification as a Computer Forensic Examiner by IACIS, the International Association of Computer Investigative Specialists.
- Knowledge of multiple operating systems including Windows, Linux, OSX, Android, IOS and others.
- Knowledge of principles and procedures of record keeping.

WORKING CONDITIONS:

