

Importing Photos into CWS/CMS

(Revised 10/09/20)

[Background](#)

[Policy](#)

[SW Responsibilities](#)

[Storing Photographs](#)

[Importing Photographs into CWS/CMS](#)

[Contact Documentation](#)

[Alignment with SET](#)

Background

The CWS/CMS application has the ability to have pictures imported and stored in the application. Pictures are important evidence for investigative referrals and case documentation.

Policy

All pictures taken for evidence must be saved in CWS/CMS. SWs cannot choose which photographs to keep or delete. SWs will be careful with how many photographs are taken since **all** pictures must be kept.

SW responsibilities

The SW is responsible for scanning and importing the pictures they have taken for evidence into the CWS/CMS electronic case file.

NOTE: SWs may use clerical support for this function.

Storing photographs

SWs cannot edit the picture in any way except to resize. For example, the photo cannot be edited to enhance color or to change the contrast.

Importing photographs into CWS/CMS

When ready to import an image into the CWS/CMS application, use the following steps:

- Click on the **Create New Document – Case** button to open the **Generate New Documents** dialog box.
 - Click on the **Import** button.
 - Select **JPEG Image (*.jpg,*.jpeg)**.
 - Browse to the image file that you wish to import, give it a title in the mandatory field, and click **OK**.
 - Once the image is imported, it will be opened in your default image viewer.
 - You can now retrieve the image the same way as you would other case documents by clicking on **Open Existing Document – Case**.
-

**Contact
documentation**

If the SW resizes the photographs taken for evidence, the SW will document this as a contact in CWS/CMS. The contact narrative will state, "Photo (fill in name or photo number) was sized from _____ to _____."

Alignment with SET

This policy aligns with SET [Value 6](#) with the implementation of up-to-date technology to allow for quality work.
