



**DEKALB COUNTY SHERIFF'S OFFICE**  
**THOMAS E. BROWN, SHERIFF**

**OFFICE OF PROFESSIONAL STANDARDS**

**CONFIDENTIAL**

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**TO:** Chief Executive Officer Burrell Ellis

**DATE OF INVESTIGATION:** February 10, 2009

**CASE NUMBER:** OPS-09-006

**INCIDENT DATE:** 2007-2009

**LOCATION:** 1960 West Exchange Place  
Tucker, GA 30084

**COUNTY EMPLOYEE:** Police Chief Terrell Bolton

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**COMPLAINANT:** CEO Burrell Ellis

**ADDRESS:** 330 West Ponce De Leon Avenue  
Decatur, GA 3030

**TELEPHONE:** (770) 724-7740

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**SUMMARY OF COMPLAINT: (BRIEF)**

3-2.8 Working and Overtime Compensatory Policy  
DeKalb County Police Department

**WITNESS: (NAME, ADDRESS and TELEPHONE)**

1. Ms. Debra Boyd, 1960 West Exchange Place, Tucker, GA 30084
2. Mrs. Tonya Young, 1960 West Exchange Place, Tucker, GA 30084

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**REPORTING OFFICER:** Captain G. Oliver

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**NARRATIVE:**

On February 10, 2009, per your request under the direction of Sheriff Thomas Brown, I along with Investigators C. Fripp and A. Baptiste conducted an interview with Administrative Coordinator Debra Boyd and Administrative Assistant Tonya Young of the DeKalb Police Department.

The purpose of the interview was to determine if Mrs. Young or Ms. Boyd were instrumental in or had any knowledge of the compensatory time record keeping as it relates to DeKalb Police Chief Terrell Bolton.

**INVESTIGATIVE FINDINGS:**

Mrs. Young stated that she has been employed with the DeKalb Police Department for approximately three months in the capacity of Administrative Assistant II assigned to Ms. Boyd. Mrs. Young indicated that her daily duties consisted of answering the telephones, making copies, typing commendation letters for officers, as well as other tasks assigned to her by Ms. Boyd.

Mrs. Young indicated that she had very limited contact with Chief Bolton, other than seeing him when he would enter the office in the mornings.

During the interview with Ms. Boyd, she stated that she had a closer working relationship with Chief Bolton than Mrs. Young. Ms. Boyd stated that her duties as Chief Bolton's Administrative Coordinator consisted of maintaining Chief Bolton's daily activity calendar and reporting the office staff weekly hours worked.

In regards to computing time sheets and compensatory time, Ms. Boyd stated that she would collect signed weekly timesheets from Chief Bolton, Administrative Assistant Young, and the Chief's three executive security officers. The timesheets would indicate the days and hours worked. Ms. Boyd would also receive Chief Bolton's signed compensatory timesheets which indicated the hours worked and purpose. Ms. Boyd would then input the information herself into the Kronos System for regular hours worked, annual leave, sick leave and holidays. The compensatory time would be indicated separately on a spread sheet.

Ms. Boyd also indicated that on occasion she would not take a lunch break, or work late on projects such as overseeing the setup of various events, to include assisting caterers with the setup and breakdown (cleaning) of various events and would accrue compensatory time approved by Chief Bolton.

Ms. Boyd advised that on Monday, February 9, 2009, Chief Bolton, who was out of town the week prior, arrived in the office between 0845 hours and 0900 hours. Chief Bolton reviewed some paperwork and then exited his office en-route to a scheduled meeting with DeKalb County CEO Burrell Ellis.

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Later that day, Chief Bolton contacted Ms. Boyd, via telephone, and stated, "You all hold tight, you may have to work a little late." Ms. Boyd and Mrs. Young left the office, ordered dinner and returned to the office where they awaited Chief Bolton's call.

Ms. Boyd stated that at approximately 1900 hours, she received a call from Chief Bolton requesting her to pick him up from Downtown Decatur. Chief Bolton told Ms. Boyd that he was on Administrative Leave and could not use the county vehicles or drivers. Ms. Boyd picked up Chief Bolton, along with two of his brothers, and drove them to Chief Bolton's Stone Mountain residence. Ms. Boyd then proceeded to her residence.

Ms. Boyd also stated that as she was driving, Chief Bolton was discussing his meeting with CEO Ellis to his brothers. Ms Boyd added that she only listened to the conversation.

Ms. Boyd was advised that as her position of Chief Bolton's Administrative Coordinator who was responsible for keeping, recording, and entering his accrued and used compensatory time, a Computer Voice Stress Analyzer (CVSA) Examination would be utilized. Ms. Boyd consented and was administered a CVSA examination which indicated deception when she answered "No" to the following questions.

- Did Chief Bolton ask you to falsify any timesheets?
- Did Chief Bolton direct you to destroy any timesheets?
- Did you knowingly destroy any timesheets?

Ms. Boyd was advised that her answers to the above questions indicated deception. Ms. Boyd contended that she answered the questions truthfully.

Mrs. Young was not administered a CVSA due to her tenure and the fact that she was not responsible for keeping, recording nor entering any staff member's accrued hours worked.

On February 11, 2009, Investigators Fripp, Baptiste and I went to Police Headquarters where we met with acting Police Chief K. Anderson, who allowed us access into the Chief's wing. Acting Chief Anderson also made Ms. Boyd available to provide us with the timesheets and related documents that she maintained for Chief Bolton.  
(See Exhibit A).

Ms. Boyd also provided some of her timesheets where she accrued compensatory time that was approved by Chief Bolton. (See Exhibit B)

From 2-3-07 to 8-25-07, Chief Bolton's Compensatory/Overtime Report was approved by former Chief of Staff Ann Kimbrough. The reason Ms. Kimbrough listed for the compensatory time was for "Performing duties as required as DeKalb County Police

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Chief." The total number of hours accrued during this time period above was 190 hours. (See Exhibit C)

From 9-15-07 to 12-6-08, Chief Bolton submitted various Compensatory/Overtime Report totaling 448 hours of compensatory time that was not signed for approval. (See Exhibit D)

*NOTE: A note dated 10-23-07, that was sent from Ms. Boyd to Ann Kimbrough, who had been signing Chief Bolton's compensatory time reports, asking her to, "Please sign for Chief Bolton and return to me." Attached to the note was a response from Ms. Kimbrough that read, "I am no longer signing these for the Chief." Ms. Boyd added she sent the note to Ms. Kimbrough along with some of Chief's Bolton's compensatory reports that needed Ms. Kimbrough's signature. (See Exhibit E)*

During 12-21-08 to 1-16-09, the Compensatory/Overtime Report was revised to exclude a manager or supervisor's signature for approval. Chief Bolton's report showed that he accrued 7.5 hours of compensatory time. (See Exhibit F)

The Sheriff's Office obtained a copy of the DeKalb County Police Department Policy 3-2.8 (C) that relates to granting overtime compensation, rather than granting compensatory time off. The policy also states that, "Cash payments or compensatory time are not granted to job classes designated executive or administrative professional by the Administrative Procedures Guidelines. (See Exhibit G)

The Sheriff's Office photocopied the documents we secured and made them available for Chief Bolton, as well as the DeKalb County Attorney's Office.

The Sheriff's Office has maintained the original documents.

### **CONCLUSION:**

The inquiry into Chief Bolton's use of compensatory time revealed that according to DeKalb Police Department Policy and Procedures, it is currently the department's policy to pay overtime compensation rather than grant compensatory time off. The policy also states that cash payments or compensatory time are not granted to job classes' designated executive or administrative professional by the Administrative Procedures guidelines. Chief Bolton, job classification is designated as executive and should not have been granted compensatory time.

Chief Bolton signed Ms. Boyd's compensatory time report; however, Ms. Boyd job classification is designated administrative professional and should not have been granted compensatory time.

Also, prior to 9-15-07, Ms. Kimbrough had been signing Chief Bolton's Compensatory/Overtime Reports for approval. On 10-23-07, on behalf of Chief Bolton,

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Ms. Boyd submitted more reports to Ms. Kimbrough requesting approval for Chief Bolton's compensatory time. But, Ms Kimbrough's responded via a hand written note stating, "I am no longer signing these for the Chief." During the time period of 9-15-07 to 12-6-08, compensatory reports were submitted but were not approved due to the lack of a manager/supervisor's signature. Chief Bolton continued to submit the unapproved reports to Ms. Boyd for record keeping purposes, accumulating a total of 448 hours.

After the change to the Compensatory/Overtime Report omitting a manager/supervisor's signature for approval, Chief Bolton accrued a total of 7.5 hours of unapproved compensatory time, totaling 455.5 hours of unapproved compensatory time.

**EXHIBITS:**

- A. Documents pertaining to Chief Bolton's Compensatory Time (available upon request)
- B. Ms. Debra Boyd's Compensatory/Overtime Report 2008
- C. Copy of Chief Bolton's Approved Compensatory/Overtime Reports (2-3-07 to 8-25-07)
- D. Copy of a hand written note from Ms. Boyd to Ms. Ann Kimbrough
- E. Copy of Chief Bolton's Unapproved Compensatory/Overtime Reports (9-15-07 to 12-6-08)
- F. Copy of revised Compensatory/Overtime Report
- G. Copy of DeKalb Police Policy 3-2.8 (C), Working and Overtime Compensation Policy and Administrative Procedures Guidelines