

Reparations Toolkit

Arrest Records

Reparations for Melrose

8/1/2023

What is in this Toolkit?

1. Overview of the Repairs Toolkit
2. What can we learn from these data?
3. Video tutorial on using the data.
4. Step-by-step instructions on collecting the data.
5. Step-by-step instructions on analyzing the data.



1. Overview of the Reparations Toolkit

- This Toolkit was developed by *Reparations for Melrose*, a group working to end anti-Black systemic racism. <https://reparationsformelrose.org/>
- We are documenting racial harm with the goal of paving the way for reparations.
- This toolkit was developed to help municipalities throughout Massachusetts document racial harm in their own communities.
- You can find examples of our work on our website.
- If you have questions, suggestions, or toolkit corrections please email us at reparationsformelrose@gmail.com.

2. What can we learn from these data?

- Detailed arrest records by year for cities in Massachusetts, including race, are available on the [Mass.gov website](#). As noted on the site “The Executive Office of Public Safety and Security (EOPSS) collects National Incident-Based Reporting System (NIBRS) and Uniform Crime Reporting (UCR) data from law enforcement agencies in accordance with the FBI’s Uniform Crime Reporting Program. The data is available to view and query in various formats and is utilized for various reports and to lead and guide policy decisions.”
- This data can determine percentage of arrest by race, which can be compared to the percentage of the city’s population by race.

3. Video tutorial on using the data

- Click here for the video tutorial: <https://youtu.be/ZH6SIFkVzuo>

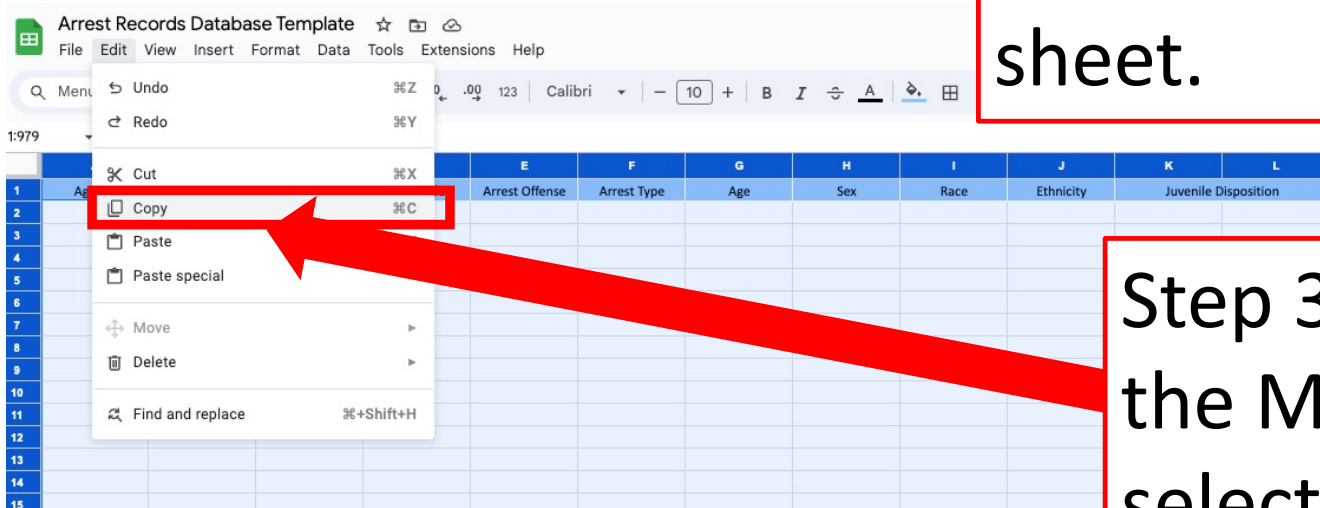
4. Step-by-step instructions on collecting the data

Step 1: Click here to go to the Reparations Toolkit
Arrest Records Database sheet:

https://docs.google.com/spreadsheets/d/1JKYDYNjpSQCtun6dlucBHOIE7XFztbbZZXcDHLO1GTo/edit?usp=drive_link



Step 2: Click on the cell in the top corner, above row 1 and to the left of column A to highlight the sheet.



Step 3: Click on Edit in the Menu bar and select Copy.

Google

Google Search

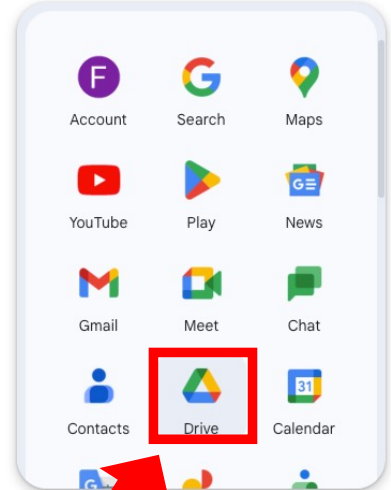
I'm Feeling Lucky

Step 4: Go to your own Google account and Click on these squares.



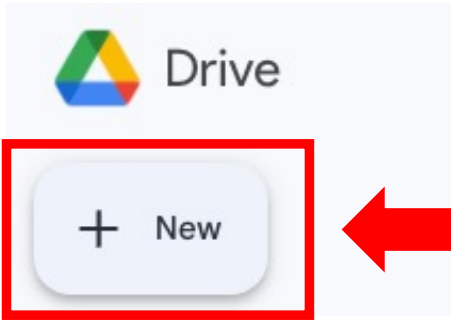
Google

Google Search I'm Feeling Lucky

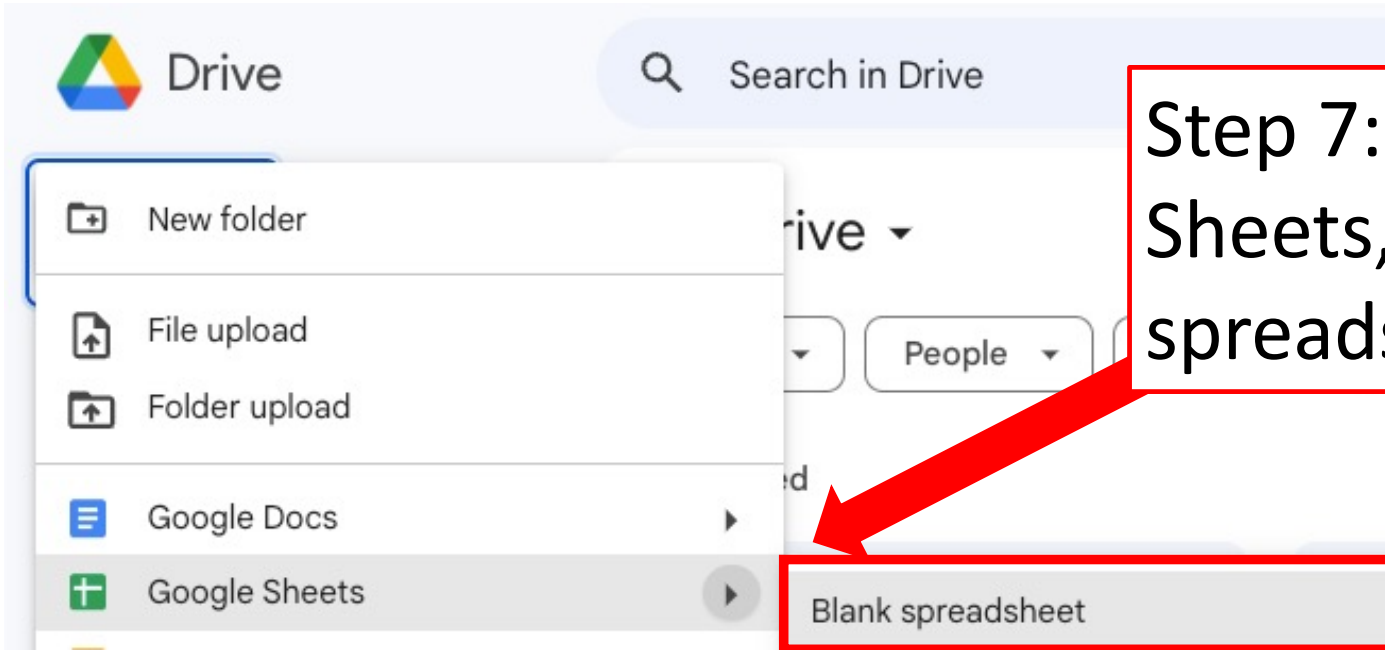


A grid of Google service icons. The icons include: Account (purple circle with 'F'), Search (Google 'G' logo), Maps (location pin), YouTube (red play button), Play (Google Play logo), News (blue document with 'G'), Gmail (envelope with 'M'), Meet (video camera), Chat (speech bubble), Contacts (person icon), Drive (Google Drive logo), and Calendar (calendar with '31'). The Drive icon is highlighted with a red square.

Step 5: Then Click on Drive.

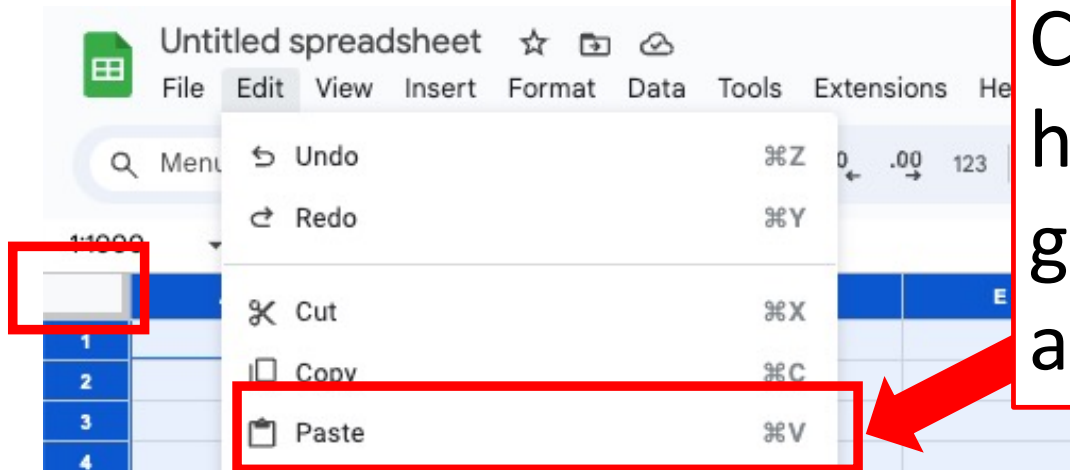


Step 6: Click on + New.



Step 7: Select Google Sheets, then Blank spreadsheet.

Step 8: Click on the top corner cell between Column A and Row 1 to highlight the sheet, then go to Edit in the Menu bar and select Paste



Arrest Records for My City

My Drive

File Edit View Insert Format Data Tools Extensions Help

Menus 100% \$ % .0 .00 123 Arial 10 B I A

N8 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Agency	Arrest Date	Arrest Date / Num	Zip Code	Arrest Offense	Arrest Type	Age	Sex	Race	Ethnicity	Juvenile Disposition			
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
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Step 9: Name the Sheet in Your Google Account

Step 10: Click here to go to the *MA Department of Mass.gov Crime Statistics* Website:

<https://www.mass.gov/crime-statistics>

Step 11: Scroll down and click on “View detailed arrest information”

Mass.gov

Search Mass.gov

EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

Crime Statistics

The Executive Office of Public Safety and Security (EOPSS) collects NIBRS and UCR data from law enforcement agencies in accordance with the FBI's Uniform Crime Reporting Program.

LOG IN: [NIBRS DATA](#)

The Executive Office of Public Safety and Security (EOPSS) collects NIBRS and UCR data from law enforcement agencies in accordance with the FBI's Uniform Crime Reporting Program. The data is available to view and query in various formats and is utilized for various reports and to lead and guide policy decisions.

In order to view a visual representation of annual data by theme and jurisdiction, please select "View and share annual crime data." This option allows the user to focus on arrest and offense totals, hate crimes, sexual assault, and OUI/drug offenses.

To access detailed tables, query, and analyze data, please select "Analyze crime data." For a detailed listing of quarterly arrest data by jurisdiction, please select the "View detailed arrest information."

What would you like to do?

Top tasks

- [View and share annual crime data](#)

All other tasks

- [Upload NIBRS Data](#)
- [View hate crime information](#)
- [Analyze crime data](#)
- [View detailed arrest information](#)

File View Help

Arrestee Details

Jurisdiction: **Massachusetts - MA** Year: 2023 Period: All Offense Code: All

1 of 2 ? 100%

Step 12: Under Jurisdiction, select your city.

Jurisdiction : MA | Year : 2023 | Period : All | Arrest Offense : All

Agency	Arrest Date	Incident Date / Number	Zip Code	Arrest Offense	Arrest Type	Age	Sex	Ethnicity
Abington	01-Jan-2023	ABI202300002		Driving Under the Influence	Taken into Custody	56	Male	White
Abington	05-Jan-2023	05-Jan-2023 23-6-AR		All Other Offenses	On-View	44	Male	White
Abington	07-Jan-2023	ABI202300008		Driving Under the Influence	Taken into Custody	29	Female	White
Abington	08-Jan-2023	ABI202300012		All Other Offenses	Taken into Custody	56	Male	Not Hispanic or Latino

- MBTA - Plymouth County - MA012BA00
- MBTA - Suffolk County - MA013BA00
- MBTA - Worcester County - MA014BA00
- MCPHS University - MA013739E
- Medfield - MA0111200
- Medford - MA0093000
- Medway - MA0111300
- Melrose - MA0093100**
- Mendon - MA0142700
- Merrimac - MA0051800
- Merrimack College - MA0053800
- Methuen - MA0051900
- Middleborough - MA0121700

Jurisdiction: Year: 2023 Period: All Offense Code: All

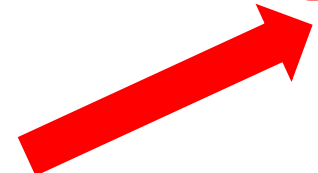
100% Find | Next

Period : All | Arrest Offense : All

Arrest Type	Age	Sex	Race	Ethnicity	Juvenile Disposition
Taken into Custody	56	Male	White	Hispanic or Latino	

Jurisdiction Year Period Offense Code

View Report



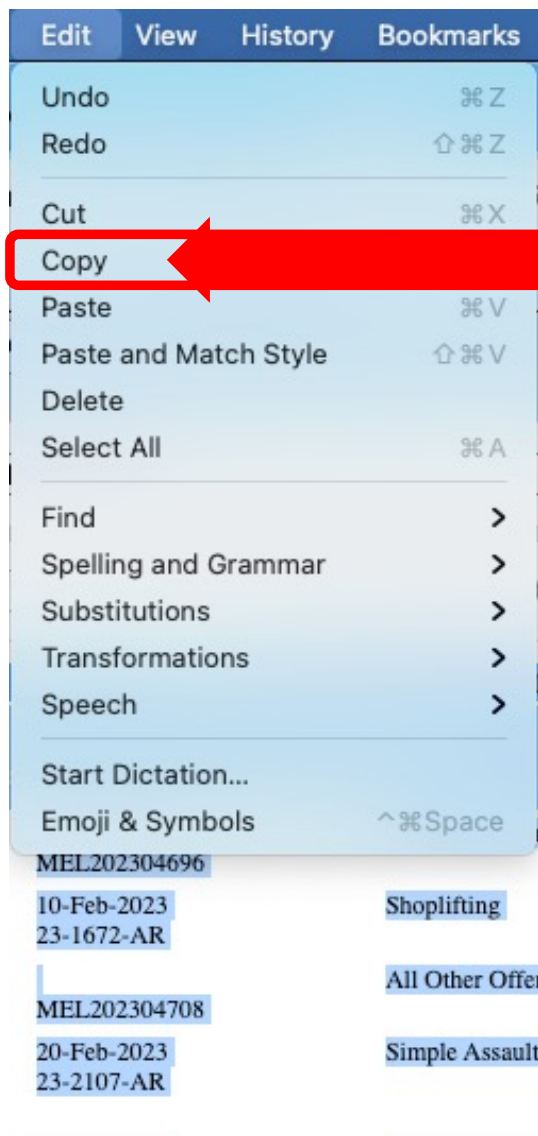
Step 13: Click View Report

Step 14: Starting with the city name in the first column and first row of data, click and drag your mouse so that all the data gets highlighted in blue

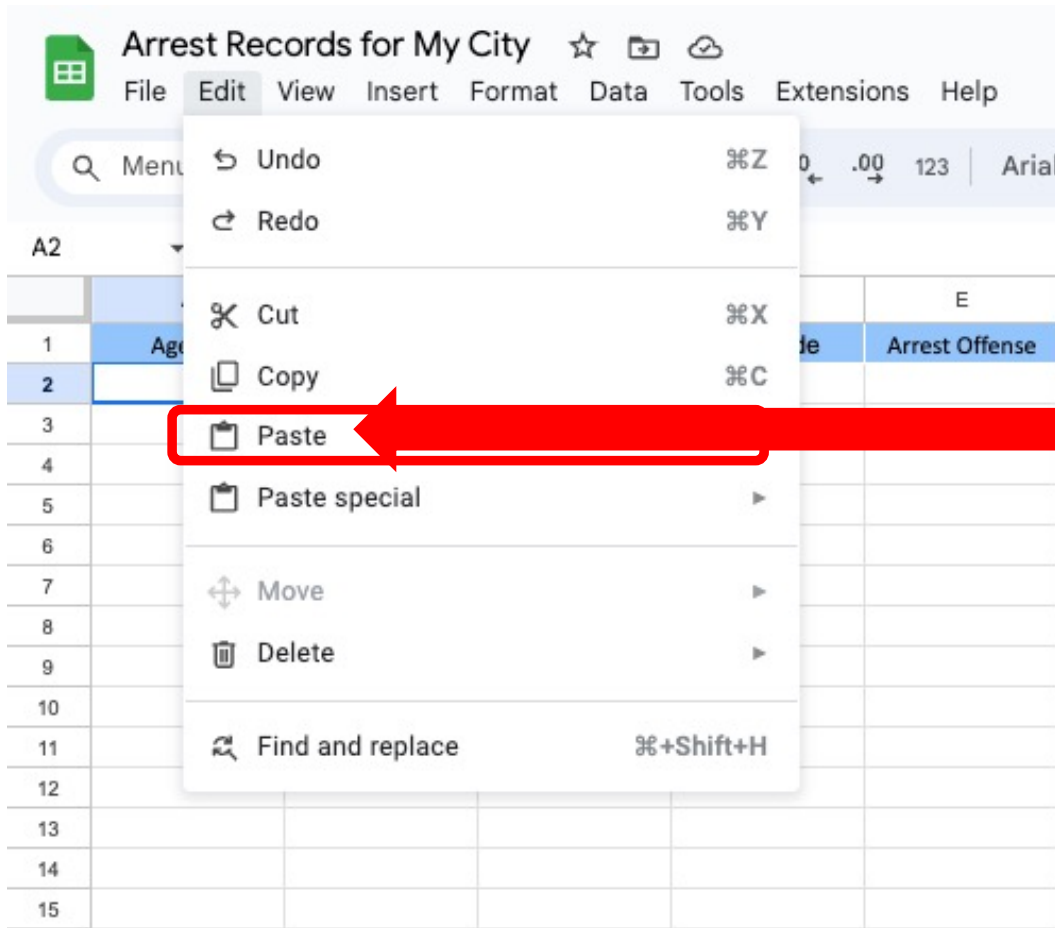
Age	Jurisdiction	Date	Zip	Code	Arrest Offense	Arrest Type	Age	Sex	Race	Ethnicity	Juvenile Disposition
Melrose	Melrose - MA0093100	26-Jan-2023			All Other Offenses	Taken into Custody	53	Male	White	Not Hispanic or Latino	
Melrose	Melrose - MA0093100	10-Feb-2023			Shoplifting	On-View	55	Male	White	Unknown	
Melrose	Melrose - MA0093100	14-Feb-2023			All Other Offenses	On-View	42	Male	White	Not Hispanic or Latino	
Melrose	Melrose - MA0093100	20-Feb-2023			Simple Assault	On-View	42	Female	Black or African American	Not Hispanic or Latino	
Melrose	Melrose - MA0093100	21-Feb-2023			Simple Assault	On-View	29	Female	White	Not Hispanic or Latino	
Melrose	Melrose - MA0093100	10-Mar-2023			All Other Offenses	Taken into Custody	25	Male	White	Not Hispanic or Latino	
Melrose	Melrose - MA0093100	20-Mar-2023			Simple Assault	Taken into Custody	25	Male	White	Not Hispanic or Latino	
Melrose	Melrose - MA0093100	20-Mar-2023			Simple Assault	On-View	43	Male	White	Not Hispanic or Latino	
Melrose	Melrose - MA0093100	24-Mar-2023			All Other Offenses	On-View	52	Male	White	Not Hispanic or Latino	
Melrose	Melrose - MA0093100	03-Jan-2023			Simple Assault	On-View	32	Male	Unknown	Hispanic or Latino	
Melrose	Melrose - MA0093100	07-Jan-2023			Disorderly Conduct	On-View	65	Male	White	Not Hispanic or Latino	
Melrose	Melrose - MA0093100	20-Jan-2023			All Other Offenses	Taken into Custody	30	Male	Black or African American	Unknown	
Melrose	Melrose - MA0093100	20-Jan-2023			Simple Assault	Taken into Custody	36	Female	White	Not Hispanic or Latino	
Melrose	Melrose - MA0093100	24-Jan-2023			Simple Assault	On-View	53	Male	White	Not Hispanic or Latino	

The data in this report is NIBRS and only reflects data from agencies who have successfully submitted NIBRS data for the selected time period.

Arrestee Details Report Executed on : 04-Sep-2023 1:24:20 PM



Step 15: Go to Edit on the Chrome Menu Bar and click Copy (or right click your mouse to copy the data)



Step 16: Go to your sheet, click on the empty cell A2, Click Edit, then select Paste



	A	B	C	D	E	F	G			
1	Agency	Arrest Date	Arrest Date / Num	Zip Code	Arrest Offense	Arrest Type	Age			
2	Melrose	26-Jan-2023	MEL202304696		All Other Offenses	Taken into Custody	53			
3	Melrose	10-Feb-2023	10-Feb-2023 23-1672-AR		Shoplifting	On-View	55			
4	Melrose	14-Feb-2023	MEL202304708		All Other Offenses	On-View	42			
5	Melrose	20-Feb-2023	20-Feb-2023 23-2107-AR		Simple Assault	On-View	42			
6	Melrose	21-Feb-2023	21-Feb-2023 23-2154-AR		Simple Assault	On-View	29			
7	Melrose	10-Mar-2023	MEL202304728		All Other Offenses	Taken into Custody	25			
8	Melrose	20-Mar-2023	20-Mar-2023 23-3265-AR		Simple Assault	Taken into Custody	25			
9	Melrose	20-Mar-2023	20-Mar-2023 23-3281-AR		Simple Assault	On-View	43			
10	Melrose	24-Mar-2023	MEL202304736		All Other Offenses	On-View	52			
11	Melrose	03-Jan-2023	03-Jan-2023 23-112-AR	2176	Simple Assault	On-View	32	Male	Unknown	Latino Hispanic or Latino
12	Melrose	07-Jan-2023	MEL202304685	2176	Disorderly Conduct	On-View	65	Male	White	Not Hispanic or Latino
13	Melrose	20-Jan-2023	MEL202304691	2176	All Other Offenses	Taken into Custody	30	Male	Black or African American	Unknown
14	Melrose	20-Jan-2023	20-Jan-2023 23-819-AR	2176	Simple Assault	Taken into Custody	36	Female	White	Not Hispanic or Latino
15	Melrose	24-Jan-2023	24-Jan-2023 23-971-AR	2176	Simple Assault	On-View	53	Male	White	Not Hispanic or Latino
16										
17										
18										

Step 17: Here is how the data should look. The data are in separate cells



Arrestee Details

Jurisdiction: Melrose - MA0093100

Year: **2023** (selected), 2022

Period: All

Offense Code: All

1 of 1

100%

Find | Next

Jurisdiction: Melrose - MA0093100

Year: **2022** (selected)

Period: All

1 of 1

100%

Jurisdiction : MA0093100 | Year : 2022 | Period : All | Arrest Offense : A

Agency	Arrest Date	Incident Date / Number	Zip Code	Arrest Offense	Arrest Type	Age	Sex	Arrestee
Melrose	06-Jan-2022	MEL202204494		Driving Under the Influence	On-View	24	Male	
Melrose	16-Feb-2022	MEL202304711		All Other Offenses	On-View	33	Male	African American
Melrose	08-Mar-2022	MEL202204518		Driving Under the Influence	On-View	55	Female	White
Melrose	21-May-2022	MEL202204548		All Other Offenses	Taken into Custody	54	Female	White
Melrose	12-Oct-2022	MEL202204614		Driving Under the Influence	On-View	33	Female	White

Step 18: Use the Year field to copy data from other years, repeating steps 12-16

Arrest Records for My City

File Edit View Insert Format Data Tools Extensions Help

Undo ⌘Z
Redo ⌘Y
Cut ⌘X
Copy ⌘C
Paste ⌘V
Paste special
Move
Delete
Find and replace ⌘+Shift+H

				E	F	G	H	I	J	K
				Arrest Offense	Arrest Type	Age	Sex	Race	Ethnicity	Juv
1	Ag			All Other Offenses	Taken into Custody	53	Male	White	Not Hispanic or	
2	Melrose			Shoplifting	On-View	55	Male	White		
3	Melrose			All Other Offenses	On-View	42	Male	White		
4	Melrose			Simple Assault	On-View	42	Female	Black	Ameri	
5	Melrose			Simple Assault	On-View	29	Female	White		
6	Melrose			All Other Offenses	Taken into Custody	25	Male	White		
7	Melrose			Simple Assault	Taken into Custody	25	Male	White		
8	Melrose			Simple Assault	On-View	43	Male	White		
9	Melrose	20-Mar-2023	20-Mar-2023 23-3281-AR	All Other Offenses	On-View	52	Male	White		
10	Melrose	24-Mar-2023	MEL202304736	Simple Assault	On-View	32	Male	Unknown	Hispanic or some	
11	Melrose	03-Jan-2023	03-Jan-2023 23-112-AR	Disorderly Conduct	On-View	65	Male	White	Not Hispanic or Latino	
12	Melrose	07-Jan-2023	MEL202304685	2176	All Other Offenses	Taken into Custody	30	Male	Black or African American	Unknown
13	Melrose	20-Jan-2023	MEL202304691	2176	Simple Assault	Taken into Custody	36	Female	White	Not Hispanic or Latino
14	Melrose	20-Jan-2023	20-Jan-2023 23-819-AR	2176	Simple Assault	On-View	53	Male	White	Not Hispanic or Latino
15	Melrose	24-Jan-2023	24-Jan-2023 23-971-AR	2176						
16										
17										
18										
19										
20										
21										
22										

Step 19: Paste each year of data underneath the last row of data

13	Melrose	20-Jan-2023	MEL202304691	2176	All Other Offenses	Taken into Custody	30	Male	Black or African American	Unknown
14	Melrose	20-Jan-2023	20-Jan-2023 23-971-AR	2176	Simple Assault	Taken into Custody	36	Female	White	Not Hispanic or Latino
15	Melrose	24-Jan-2023	24-Jan-2023 23-971-AR	2176	Simple Assault	On-View	53	Male	White	Not Hispanic or Latino
16	Melrose	06-Jan-2022	MEL202204494		Driving Under the Influence	On-View	24	Male	White	Not Hispanic or Latino
17	Melrose	16-Feb-2022	MEL202304711		All Other Offenses	On-View	33	Male	Black or African American	Unknown
18	Melrose	08-Mar-2022	MEL202204518		Driving Under the Influence	On-View	55	Female	White	Not Hispanic or Latino
19	Melrose	21-May-2022	MEL202204548		All Other Offenses	Taken into Custody	54	Female	White	Not Hispanic or Latino
20	Melrose	12-Oct-2022	MEL202204614		Driving Under the Influence	On-View	33	Female	White	Not Hispanic or Latino
21	Melrose	07-Nov-2022	06-Nov-2022 22-10081-OF		Aggravated Assault	Taken into Custody	44	Male	White	Not Hispanic or Latino
22	Melrose	20-Dec-2022	MEL202204665		All Other Offenses	Taken into Custody	20	Male	Black or African American	Not Hispanic or Latino

Step 20: Here is how the database looks when a new year is added to the rows below

5. Step-by-step instructions on analyzing the data

Arrest Records for My City

File Edit View Insert Format Data Tools Extensions Help

Calibri 9 B I A

1:1000 Melrose

Sheet Shift+F11

Chart

Pivot table

Image

Drawing

Function

Link ⌘K

Checkbox

Dropdown

Emoji

Smart chips

Comment ⌘+Option+M

Note Shift+F2

106	Melrose	11-Aug	Offenses	Taken into Custody	34			
107	Melrose	11-Aug	Offenses	On-View	32			
108	Melrose	12-Aug	Offenses	On-View	32			
109	Melrose	13-Aug	Offenses	On-View	26			
110	Melrose	18-Aug	Offenses	On-View	52			
111	Melrose	19-Aug	Offenses	Taken into Custody	21			
112	Melrose	19-Aug	Offenses	On-View	21			
113	Melrose	24-Aug	Offenses	On-View	33			
114	Melrose	29-Aug	Offenses	On-View	22			
115	Melrose	02-Sep	Offenses	Taken into Custody	35	Male	White	Not Hispanic or Latino
116	Melrose	08-Sep	Offenses	Taken into Custody	23	Female	White	Not Hispanic or Latino
117	Melrose	09-Sep	Offenses	Taken into Custody	45	Female	Unknown	Hispanic or Latino
118	Melrose	16-Sep	Offenses	On-View	59	Female	White	Not Hispanic or Latino
119	Melrose	24-Sep	Offenses	Taken into Custody	55	Male	Black or African American	Unknown
120	Melrose	03-Oct	Offenses	On-View	72			
121	Melrose	16-Oct-2021	21-8944-AR	2176	Simple Assault	On-View		

Step 21: Click on the top right corner cell to highlight the entire sheet, then from the menu bar select Insert then select Pivot Table



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Agency	Arrest Date	Arrest Date / Num	Zip Code	Arrest Offense	Arrest Type	Age	Sex	Race	Ethnicity	Juvenile Disposition		
2	Melrose	26-Jan-2023	MEL202304696		All Other Offenses	Taken into Custody	53	Male	White	Not Hispanic or Latino			
3	Melrose	10-Feb-2023	10-Feb-2023 23-1672-AR		Shoplifting	On-View	55	Male	White	Unknown			
4	Melrose	14-Feb-2023	MEL202304708		All Other Offenses	On-View	42	Male	White	Not Hispanic or Latino			
5	Melrose	20-Feb-2023	20-Feb-2023 23-2107-AR		Simple Assault	On-View	42	Female	Black or African American	Not Hispanic or Latino			
6	Melrose	21-Feb-2023	21-Feb-2023 23-2154-AR		Simple Assault	On-View	29	Female	White	Unknown			
7	Melrose	10-Mar-2023	MEL202304728		All Other Offenses	Taken into Custody	25	Male	White	Not Hispanic or Latino			
8	Melrose	20-Mar-2023	20-Mar-2023 23-3265-AR		Simple Assault	Taken into Custody	25	Male	White	Unknown			
9	Melrose	20-Mar-2023	20-Mar-2023		Simple Assault	On-View	43	Male	White	Not Hispanic or Latino			
10	Melrose	24-Mar-2023	24-Mar-2023		Simple Assault	On-View	43	Male	White	Not Hispanic or Latino			
11	Melrose	03-Jan-2022	03-Jan-2022		Simple Assault	On-View	43	Male	White	Not Hispanic or Latino			
12	Melrose	07-Jan-2022	07-Jan-2022		Simple Assault	On-View	43	Male	White	Not Hispanic or Latino			
13	Melrose	20-Jan-2022	20-Jan-2022		Simple Assault	On-View	43	Male	White	Not Hispanic or Latino			
14	Melrose	20-Jan-2022	20-Jan-2022		Simple Assault	On-View	43	Female	White	Not Hispanic or Latino			
15	Melrose	24-Jan-2022	24-Jan-2022		Simple Assault	On-View	43	Female	White	Not Hispanic or Latino			
16	Melrose	06-Jan-2022	06-Jan-2022		Simple Assault	On-View	43	Male	White	Not Hispanic or Latino			
17	Melrose	16-Feb-2022	16-Feb-2022		Simple Assault	On-View	43	Male	Black or African American	Unknown			
18	Melrose	08-Mar-2022	08-Mar-2022		Driving Under the Influence	On-View	53	Female	White	Not Hispanic or Latino			
19	Melrose	21-May-2022	MEL202204548		All Other Offenses	Taken into Custody	54	Female	White	Not Hispanic or Latino			

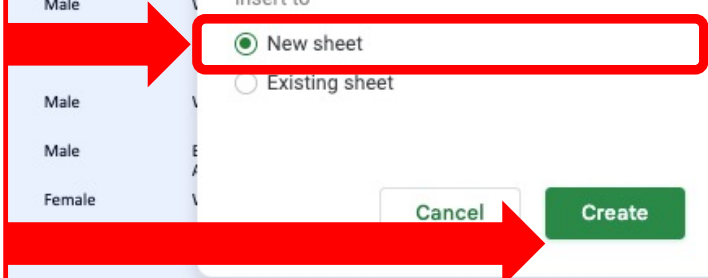
Step 22: The Create pivot table box appears, select New Sheet and click Create

Create pivot table

Data range
Sheet1!1:1000

Insert to
 New sheet
 Existing sheet

Cancel Create



Arrest Records for My City

File Edit View Insert Format Data Tools Extensions Help

100% 123

Columns

Rows Values

Pivot table editor

Sheet1!1:1000

Suggested

Rows Add

Columns Add

Values Add

Filters Add

Agency

Arrest Date

Incident Date / Number

Zip Code

Arrest Offense

Arrest Type

Age

Sex

Race

Step 23: Here is the new sheet with the Pivot table editor

The screenshot shows a Google Sheets interface with a Pivot table editor open. The Pivot table editor has sections for Rows, Columns, Values, and Filters. The 'Values' section is highlighted with a red box, and an arrow points to the 'Add' button next to it. Another arrow points from the 'Add' button to the 'Agency' field in the 'Calculated Field' list, which is also highlighted with a red box. The list of fields includes: Agency, Arrest Date, Incident Date / Number, Zip Code, Arrest Offense, Arrest Type, Age, Sex, Race, Ethnicity, and Juvenile Disposition.

Step 24: Click on Values-Add, then scroll up to select Agency

Arrest Records for My City

File Edit View Insert Format Data Tools Extensions Help

Sheet11:1000

Search

Agency

Arrest Date

Incident Date / Number

Zip Code

Arrest Offense

Arrest Type

Age

Sex

Race

Ethnicity

Juvenile Disposition

Column L

Column M

Column N

Column O

Column P

Column Q

Column R

Column S

Column T

Column U

Suggested

Rows Add

Columns Add

Values Add

Agency

Summarize by Show as

COUNTA Default

SUM

COUNTA Add

COUNT

COUNTUNIQUE

AVERAGE

MAX

MIN

MEDIAN

PRODUCT

STDEV

STDEVP

VAR

VARP

A2 182

1 COUNTA of Age

2 182

3

4

5

6

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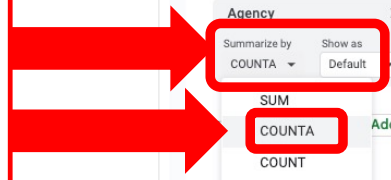
31

32

33

34

Step 25: In the dropdown menu under Summarize by, click the down arrow and select COUNTA (COUNTA counts all values in a dataset, including those which appear more than once and text values)



Arrest Records for My City

File Edit View Insert Format Data Tools Extensions Help

Menus 100% 123 Default... 10 B I A

A1 COUNTA of Agency

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	COUNTA of Agency													
2		182												
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
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16														
17														
18														
19														

Pivot table editor

Sheet1!1:1000

Suggested

Rows Add

Columns Add

Values Add

Agency

Summarize by COUNTA Show as Default

Filters Add

Note: We are using Agency for Values since it appears the same way (Melrose) in every row of data. Cell A2 confirms this. It has counted 182 records in the Agency column, which matches the number of rows of data in the database (not counting the header row)

Arrest Records for My City

File Edit View Insert Format Data Tools Extensions Help

Sheet1!1:1000

Suggested

Rows Add

Columns Add

Values Add

Agency

Summarize by: COUNTA Show as: Default

Filters Add

- Agency
- Arrest Date
- Incident Date / Number
- Zip Code
- Arrest Offense
- Arrest Type
- Age
- Sex
- Race**
- Ethnicity
- Juvenile Disposition

Step 26: Go to Columns, click Add, then select Race

Arrest Records for My City

File Edit View Insert Format Data Tools Extensions Help

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	A	B	C	D	E	F	G
1		Race					
2		Asian	Black or African . Unknown	White	Grand Total		
3	COUNTA of Age	0	4	29	13	136	182

Pivot table editor

Sheet11:1000

Suggested

Rows Add

Columns Add

Race X

Order Ascend... Sort by Race

Show totals

Values Add

Agency X

Summarize by COUNTA Show as Default

Filters Add

Agency

Arrest Date

Incident Date / Number

Zip Code

Arrest Offense

Arrest Type

Age

Sex

Race

Ethnicity

Juvenile Disposition

Column L

Column M

Column N

Column O

Column P

Column Q

Column R

Search

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

A2

100%

123

Default...

10

B

I

A

Σ

Sheet11:1000

Search

Suggested

Rows Add

Columns Add

Race X

Order Ascend... Sort by Race

Show totals

Values Add

Agency X

Summarize by COUNTA Show as Default

Filters Add

Agency

Arrest Date

Incident Date / Number

Zip Code

Arrest Offense

Arrest Type

Age

Sex

Race

Ethnicity

Juvenile Disposition

Column L

Column M

Column N

Column O

Column P

Column Q

Column R

Search

Show totals should be checked by default. If not, check it

Now the data are counted by Race

A	B	C	D	E	F	G
	Asian	Black or African	Unknown	White	Grand Total	
COUNTA of Age	0	4	29	13	136	182

Step 27: Divide the count of Black or African American by the Grand Total, which is 29 divided by 182, which is 15.9%. So, Black or African American arrests represented 16% of all arrests in Melrose from the data collected.

Arrest Records for My City

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	A	B	C	D	E	F	G
1		Race					
2		Asian	Black or African	Unknown	White	Grand Total	
3	COUNTA of Age	0	4	29	13	136	182
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							

Step 28: Go to Rows, click Add, then select Arrest Date

Pivot table editor

Sheet111:1000

Suggested

Rows Add

Columns

Race

Order Ascendi... Show totals

Values

Agency Summarize by COUNTA Show

Filters

Agency

Arrest Date

Incident Date / Number

Zip Code

Arrest Offense

Arrest Type

Age

Sex

Ethnicity

Juvenile Disposition

Column L



A2 Arrest Date

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	F	
1	COUNTA of Age Race																
2	Arrest Date	Asian	Black or African .	Unknown	White	Grand Total											
3		0				0											
4	02-Jan-2020				1	1											
5	13-Jan-2020			1		1											
6	15-Jan-2020				1	1											
7	20-Jan-2020			1		1											
8	22-Jan-2020			1		1											
9	30-Jan-2020				2	2											
10	06-Feb-2020				1	1											
11	07-Feb-2020				1	1											
12	13-Feb-2020				1	1											
13	25-Feb-2020				1	1											
14	26-Feb-2020		1		1	2											
15	27-Feb-2020				1	1											
16	29-Feb-2020				1	1											
17	23-Mar-2020				1	1											
18	30-Mar-2020			1		1											
19	09-Apr-2020			2		2											
20	03-May-2020				1	1											
21	12-Jun-2020				1	1											
22	16-Jun-2020				1	1											
23	21-Jun-2020				1	1											
24	26-Jun-2020				1	1											
25	02-Jul-2020				1	1											
26	16-Jul-2020				1	1											
27	31-Jul-2020			1	2	3											
28	02-Aug-2020			1		1											

Now every date for each arrest record is shown

Pivot table editor

Sheet1!1:1000

Suggested

Rows Add

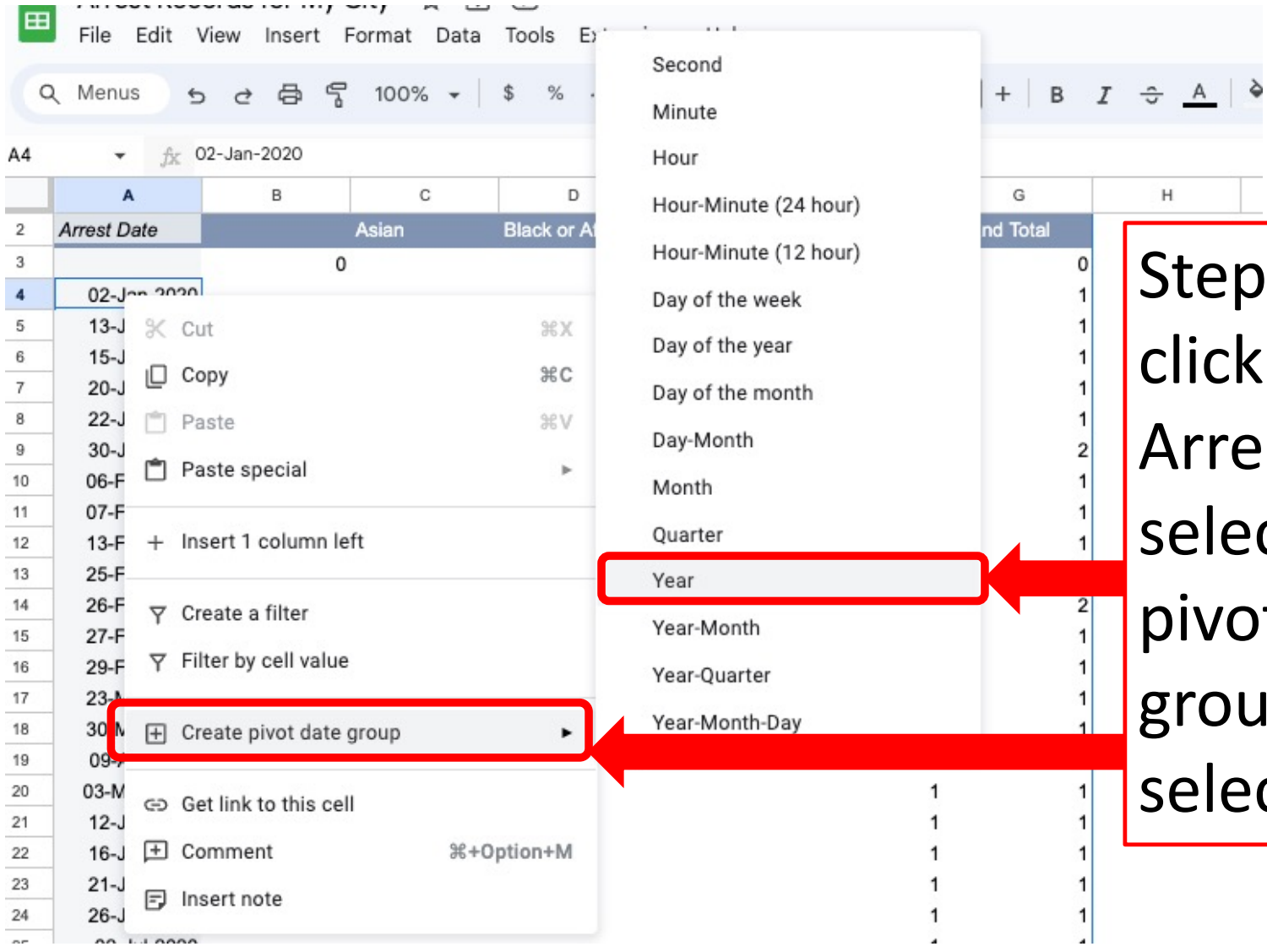
Arrest Date ×
Order: Ascendi... Sort by: Arrest D...
 Show totals

Columns Add

Race ×
Order: Ascendi... Sort by: Race
 Show totals

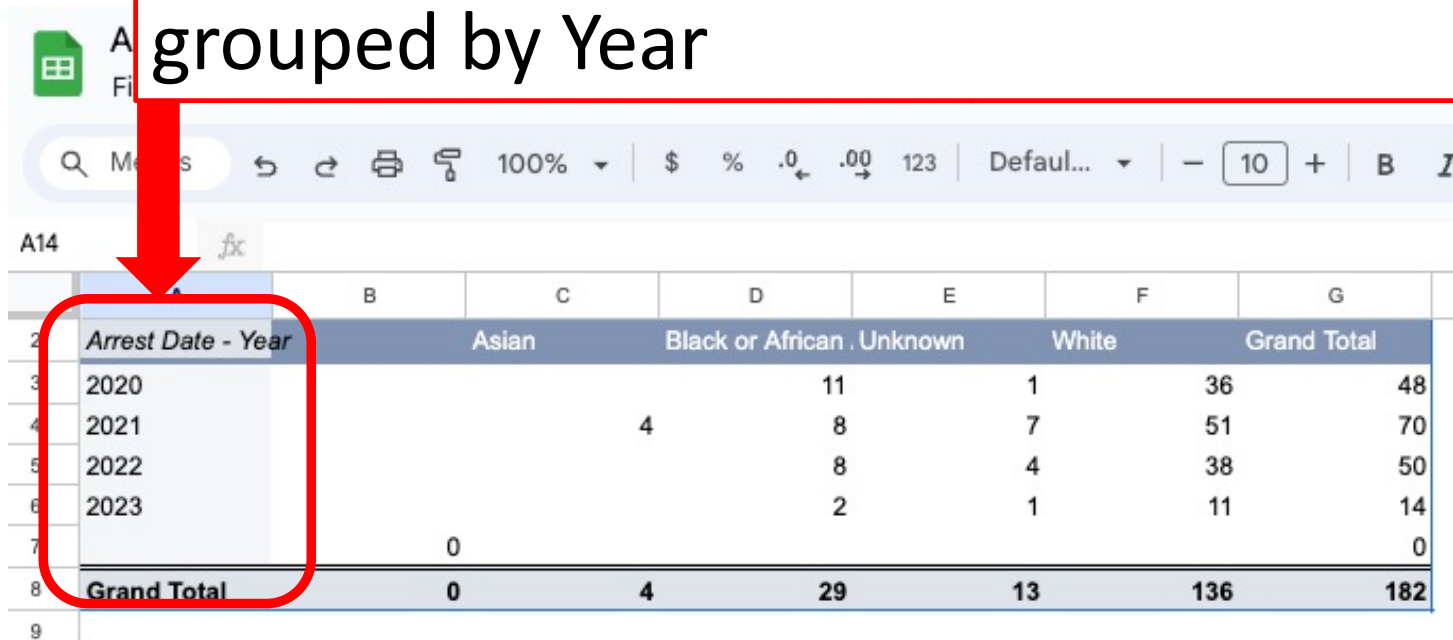
Values Add

Agency ×
Summarize by: COUNTA Show as: Default



Step 29: Right-click on Any Arrest Date cell, select Create pivot date group, then select Year

Now the arrest totals by race are grouped by Year



Arrest Date - Year	Asian	Black or African	Unknown	White	Grand Total	
2020			11	1	36	48
2021	4	8	7	51	70	
2022		8	4	38	50	
2023			2	1	11	14
	0					0
Grand Total	0	4	29	13	136	182

In 2020, Black people accounted for 23% of arrests in Melrose (11 of 48), 11% in 2021 (8 of 70) and 16% in 2022 (8 of 50).

6. Compare to city census data

Step 30: Google “What percentage (your city) residents are Black”



What percentage of Melrose, Massachusetts residents are Black

3.4%

Table

Population

Female persons, percent 51.7%

Race and Hispanic Origin

White alone, percent 82.3%

Black or African American alone, percent(a) 3.4%

54 more rows



Census.gov

https://www.census.gov › quickfacts › melrosecitymassac...

Melrose city, Massachusetts - U.S. Census Bureau QuickFacts

Step 31: The Google search results may provide the answer. Or visit the U.S. Census Bureau Quick Facts

U.S. Census Bureau Quick Facts Page

QuickFacts Melrose city, Massachusetts

[What's New & FAQs](#)

QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.

Search bar: Enter state, county, city, town, or zip code | -- Select a fact -- | CLEAR | TABLE | MAP | CHART | DASHBOARD | MORE

Table

All Topics	Melrose city, Massachusetts
Population Estimates, July 1, 2022, (V2022)	29,155
PEOPLE	
Population	
Population Estimates, July 1, 2022, (V2022)	29,155
Population estimates base, April 1, 2020, (V2022)	29,817
Population, percent change - April 1, 2020 (estimates base) to July 1, 2022, (V2022)	-2.2%
Population, Census, April 1, 2020	29,817
Population, Census, April 1, 2010	26,983
Age and Sex	
Persons under 5 years, percent	5.8%
Persons under 18 years, percent	19.9%
Persons 65 years and over, percent	18.6%
Female persons, percent	51.7%
Race and Hispanic Origin	
White alone, percent	83.3%
Black or African American alone, percent (a)	3.4%
American Indian and Alaska Native alone, percent (a)	0.1%
Asian alone, percent (a)	8.3%
Native Hawaiian and Other Pacific Islander alone, percent (a)	0.0%

% of Melrose Population that is Black



Arrest Records for My City ☆ 📁 ☁

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	A	B	C	D	E	F	G
2	<i>Arrest Date - Year</i>		Asian	Black or African . Unknown		White	Grand Total
3	2020			11		1	36
4	2021		4	8		7	51
5	2022			8		4	38
6	2023			2		1	11
7		0					0
8	Grand Total	0	4	29	13	136	182
9							

In 2020, Black people accounted for 23% of arrests in Melrose (11 of 48), 11% in 2021 (8 of 70) and 16% in 2022 (8 of 50). This is well above the percent of Black people who live in Melrose (3.4%).

If you have questions, suggestions, corrections, or want to share your findings, please contact:

reparationsformelrose@gmail.com