

(e) to compile and present to the Commissioner all data pertaining to disciplinary matters;

(f) to maintain all necessary records including a full personnel and service record for each employee;

(g) under the direction of the Police Commissioner, to make provision for and to supervise regular periodical physical examinations of all members of the Police Department. Such examinations shall be given not less than once each year.

(h) to consult and cooperate with the Examining Authority as to all matters which will effect or tend to effect a proper and official system of examinations for the preparation of eligible lists for the appointment and promotion of members of the Police Department;

(i) to make reasonable rules and regulations to carry out the provisions of this sub-title, which rules and regulations shall have the effect of law; and

(j) to furnish to the Examining Authority reports and ratings based upon his records as to each member of the Police Department and each applicant for appointment to the Department at regular intervals and at such other times as the Examining Authority may request as to all or any of said members or applicants.

889. (a) The Examining Authority shall ascertain by competitive examinations the relative qualifications of all candidates for appointment or promotion in the Police Force except for position as Inspectors of Police, Police Surgeons and the Secretary of the Police Commissioner and his assistants. The examinations shall be public and of such character as to test fairly the relative capacity and fitness of the candidates to discharge the duties of the positions for which they are seeking to qualify. The Examining Authority shall prepare graded lists of qualified candidates determined from the written examinations and the service records and ratings of the Chief Personnel Officer, and the mark to be given each such qualified candidate shall be determined by giving equal weight to the result of the written examination and to the service record or rating. Any list supplied to the Police Commissioner shall remain in force for one year thereafter unless sooner exhausted by appointments or promotions. Persons whose names remain on the list after its expiration shall be eligible for a subsequent list upon re-examination. The graded lists shall at all times be open