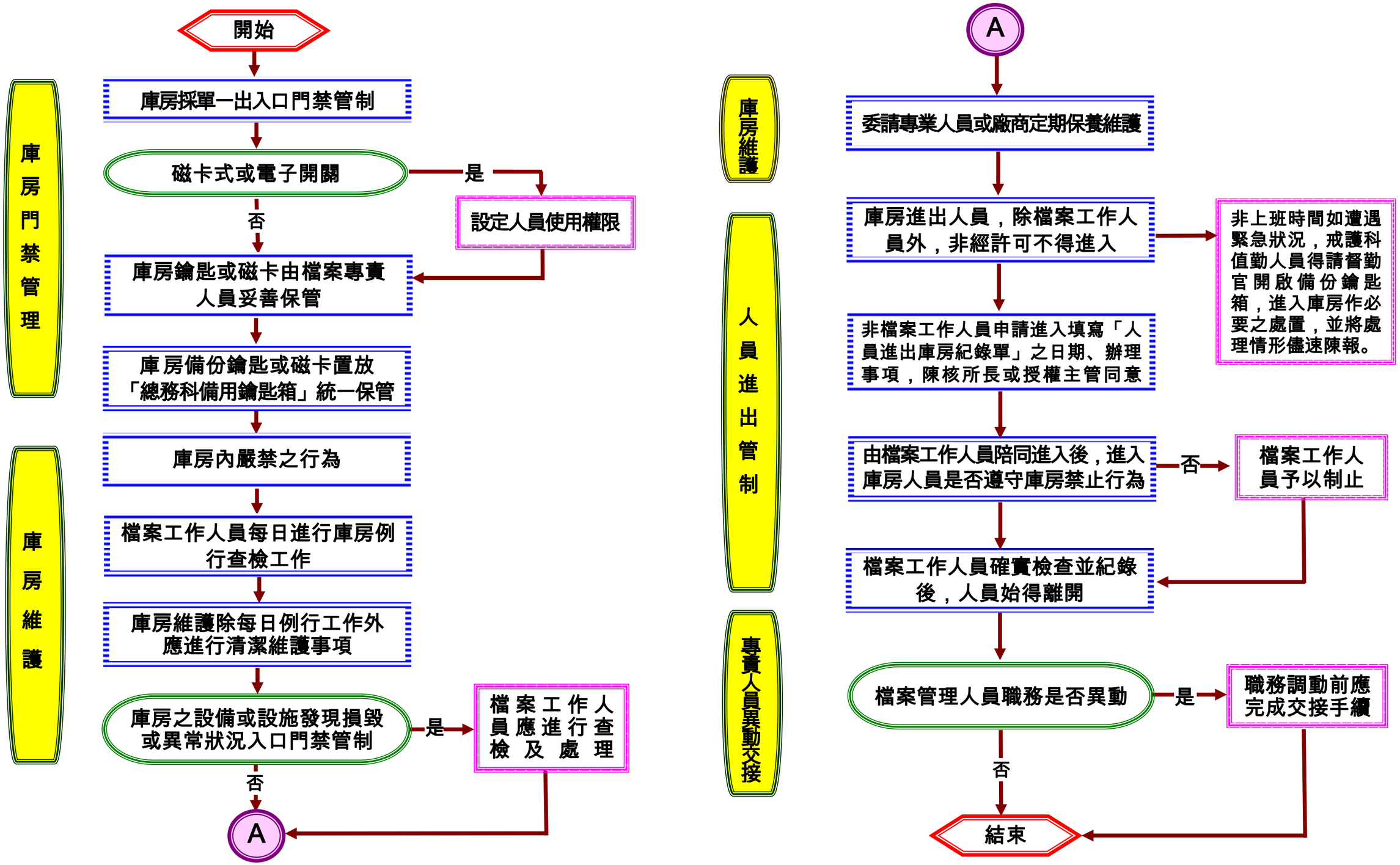法務部矯正署臺中看守所檔案庫房安全管理作業流程