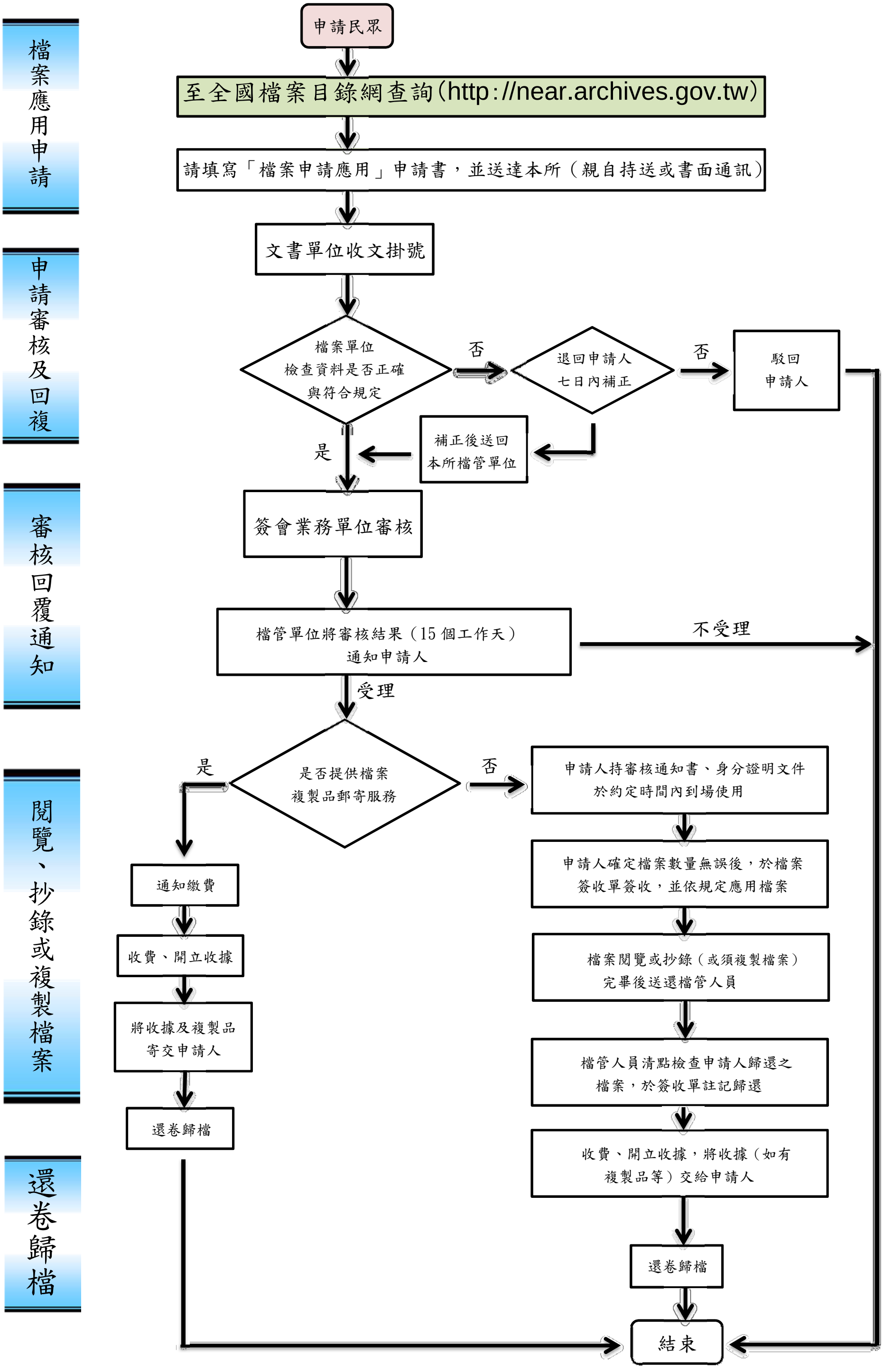法務部矯正署綠島監獄申請檔案應用作業流程圖