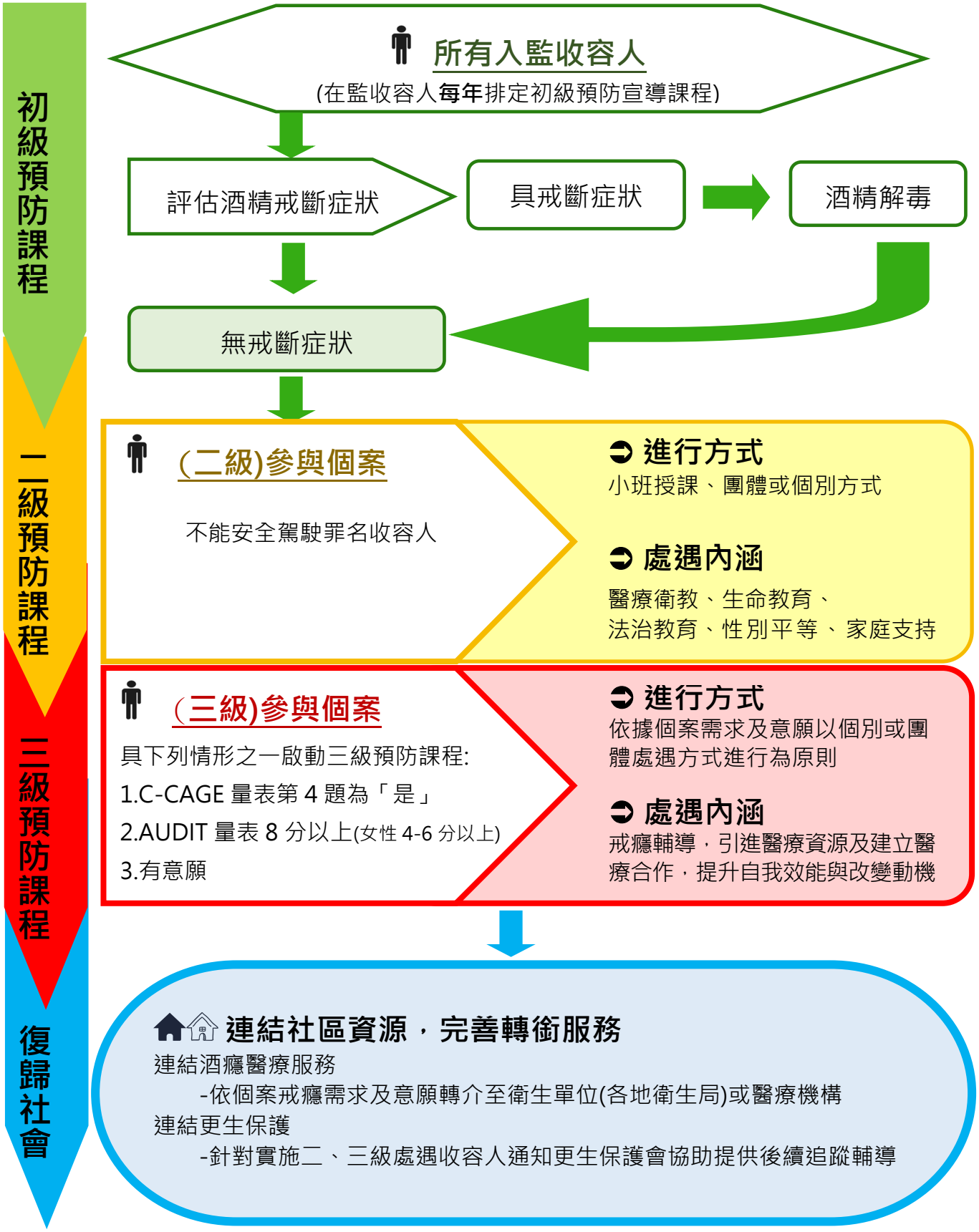矯正機關收容人酒駕（癮）處遇實施流程